



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 341 Dispur, Tuesday, 27th July, 2021, 5th Sravana, 1943 (S. E.)

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

HIGHER EDUCATION DEPARTMENT ::: DISPUR, GUWAHATI-6

**NOTIFICATION**

The 20th July, 2021

**No.AHE.428/2020/16.-** Government of Assam, Education (Higher) Department, with the approval of Hon'ble Cabinet vide Additional Item No.1 dated 16/06/2021, is pleased to notify herewith the First Statutes of the Bhattadev University with immediate effect.

**THE FIRST STATUTES, FIRST ORDINANCES AND FIRST  
REGULATIONS  
OF  
BHATTADEV UNIVERSITY**

**THE FIRST STATUTES  
BHATTADEV UNIVERSITY**

**PREAMBLE**

In furtherance of the objectives in the Bhattadev University Act, 2017, the Vice-Chancellor of the University notifies these First Statutes of the University after obtaining the assent from the Chancellor under Section 55 (4) of the Act to facilitate efficient, transparent and accountable governance and management of the University.

**Statute I****I. Short Title, Extent and Commencement**

- (i) The "Statutes" means the Statutes of Bhattadev University.
- (ii) These Statutes shall be called the First Statutes of Bhattadev University.
- (iii) These Statutes shall come into force on such date as the Vice-Chancellor may notify these after obtaining the assent of the Chancellor of the University.
- (iv) The Statutes are to be considered in conjunction with the provisions of the Bhattadev University Act (Assam Act No. XXXVI) of 2017. In case of the absence of provisions in the Statutes, Ordinances and Regulations and/or in the case of any unforeseen differences or ambiguities in the provisions of the Statutes and the Act of the University, the provisions as stated in the Act shall prevail.
- (v) The Statutes may be amended by the Executive Council of the University when necessity arises and the amended Statutes shall come into force after the due process of approval by the Executive Council and notification by the University with immediate effect or either retrospectively or prospectively as approved by the Executive Council and notified accordingly.
- (vi) The provisions in the Statutes relating to the powers of any authority of the University shall not be amended, repealed or made *de novo* by the Executive Council without obtaining the prior opinions from the concerned authority in black and white on the proposed amendment (s) and its discussion in the Executive Council.

**II. Registered Office**

The registered office of the Bhattadev University shall be:

**Bhattadev University, Bajali**  
**Pathsala – 781325**  
**Barpeta, Assam**  
**India**



**Statute 2**

1. Under Section 2 of the Bhattadev University Act (Assam Act No. XXXVI) of 2017 the definitions of various important terms are given; a number of additional terminologies are defined as follows:

**Definitions (ii)**

In the Statutes unless the context otherwise requires,

2. "A Regular Course of Study" means the academic courses of study offered by the University as full-time on-campus study programmes.
3. "Act" means the Bhattadev University Act (Assam Act No. XXXVI) of 2017.
4. "Academic Council" means the Academic Council of the University.
5. "Admission Committee" means the Committee constituted by the University to plan, organise and govern the admission process of students to all academic courses of study of the University in accordance with the terms of references spelt out by the Executive Council of the University under the provisions of the Bhattadev University Act (Assam Act No. XXXVI) of 2017 and the duly formulated Statutes/Ordinances.
6. "Academic Registrar" means the Academic Registrar appointed under the Section 17 of the Act.
7. "Board" means, the Planning Board or any other Board of the University, if formed, besides the Board of Studies constituted under Section 34 of the Act.
8. "Campus" means the premise on which the University and its facilities like Libraries, Laboratories, Lecture Halls, Hostels, Toilets, Students Centres, Dining Halls, Stadiums and Sports Grounds, Parking Areas, Parks, woods and Gardens, and other amenities like Health Centres, Canteens, Bank(s), Post Office, Schools, etc., which are situated on the premises of the University and also includes additional campuses and covers within its scope places visited by students of the University including transportation provided for the purpose of commuting to and from the institution, the location outside the University on Field Trips, Internships, Study Tours, Excursions, Short Term Placements, Places used for Cultural Festivals, Sports Meets and such other activities where a person is participating in the capacity of an employee or a student of the University.
9. "Chancellor", "Vice-Chancellor" and "Pro Vice-Chancellor" means the Chancellor, Vice-Chancellor and the Pro-Vice Chancellor of Bhattadev University who shall assume the respective offices as per Sections 10, 12 and 14 of the Act.
10. "Controller of Examinations" means the officer of the University appointed under Section 21 of the Act to organise, conduct and control all examinations, evaluation of student performance and declaration of the results of the examinations of the University.
11. The "Course Co-ordinator" means the teacher who is responsible for co-ordinating with other teachers in the designing of academic courses, conducting classes, organising the evaluation process through a continuous, comprehensive assessment process for the students attending the course, and awarding grades to the students while co-ordinating

- with the concerned Head(s) of the Department(s) and the Controller of Examinations on all matters pertaining to the process of Examination.
12. "Degree/Diploma/Certificate" means the Degree – the Bachelor's, Master's, the PhD Degree and the Diplomas and Certificates as approved by the Executive Council of the University for conferment on successful completion of the academic programmes followed by the students.
  13. "Dean of Faculty" means the senior teacher as per the section 38 of the University Act who shall be responsible for providing academic leadership and for overseeing academic governance of the Departments and the Centres of Studies under the faculty of the University.
  14. "Dean, Students' Welfare" means the senior faculty member appointed to oversee all matters of academic, extra-curricular, student placement and discipline of the students of the University appointed under Section 19 of the Act.
  15. "Dean, Research and Development" means the senior teacher appointed under Section 18 of the Act to provide overall guidance and governance in research and innovation in the University by the students, the teachers and project staff.
  16. "Employee" means the any person appointed/engaged by the University for any specific purpose with accountability in the teaching and in the non-teaching departments, sections, establishment of the University through due process of the University in accordance with the provisions under the relevant section(s) of the Act, the Statutes, the Ordinances and the Regulations.
  17. "Equal Opportunity" means opportunities to all citizens of India in accordance with the provisions under the Constitution of India in availing the benefit of education and research without discriminating any one on grounds of her/his religion, caste, race, sex or place of birth.
  18. "Examination" means the assessment and evaluation process of the students' academic performance.
  19. "External Examiner" means an Examiner from another University or Higher Education Institute who is appointed by Bhattaev University as an Examiner in any examination conducted by the University.
  20. "Faculty member" means a member who teaches or carries out research in a supervisory capacity in an academic department or Centre of the University.
  21. "Faculty" means the Faculty of Humanities and Social Sciences, the Faculty of Sciences, the Faculty of Environmental Studies, the Faculty of Commerce and Management Studies, etc.
  22. "Fee" means the charges levied on the students by the University for availing various services extended by the University.
  23. "Inclusive" means a principle of the University to include students, teachers, researchers, faculty members and non-teaching staff from all sections of the society irrespective of class, creed, economic status, language, sex and religious affiliations.
  24. "ICT" means Information and Communication Technology which shall be a major platform for conducting teaching, learning, research and governance in the University.

25. "Internal Examiner" means an Examiner appointed by the University from within the University academic departments and Centres for the purpose of conducting examination(s) of the University.
26. "Internal Complaints Committee" means the Committee constituted by the University in compliance with the instructions of the National Commission for Women and the Guidelines issued in implementation of the directives of the Hon'ble Supreme Court of India to prevent sexual harassment of women at workplace.
27. "IPR" means Intellectual Property Rights.
28. "International Students" means students of the University from countries other than India.
29. "Internal Quality Assurance Cell (IQAC)" means the Cell constituted by the University for Continuous Assessment of the quality of the academic and administrative performance of the University in accordance with the Guidelines/Regulations of the National Assessment and Accreditation Council (NAAC) and all other regulatory bodies under the Ministry of Human resource development, Government of India.
30. "Liberal Education" means the Liberal Education expounded by the Ministry of Human Resource Development, Government of India as a form of education as expounded in the New Education Policy of India which is flexible yet rigorous and which promotes creativity and critical thinking amongst the students.
31. "Specially abled person" means a person covered under the Rights of Persons with Disabilities Act, 2016, Government of India.
32. "Registrar", "Deputy Registrar", "Finance Officer", "Librarian", "Secretary, University Classes", "University Engineer", "Chief Medical Officer" mean the Registrar, Deputy Registrar, Finance Officer, Librarian, the Secretary of the University Classes, the Chief Engineer of the University, and the Chief Medical Officer of the University respectively who shall be appointed under Sections 9 of the Act and the Statutes thereunder.
33. "Regulatory Body" means statutory bodies established by the Central Government from time to time for smooth functioning and maintenance of academic standards in higher education institutes of the country such as the University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Bar Council of India, Medical Council of India, All India Nursing Council, Pharmacy Council of India, etc.
34. "Student" means a student who is enrolled in a regular course/programme of study in the University.
35. "Training and Placement Cell" means the Cell of the University that facilitates grooming of the graduating / graduated students of the University in obtaining placement in jobs and other assignments.
36. "University" means the Bhattadev University which will be referred to as 'Bhattadev University, Bajali' in common parlance.
37. "University Grants Commission" means the University Grants Commission (UGC) of India established under section 4 of the University Grants Commission Act, 1956 (3 of 1956) or its equivalent duly constituted by the Union Government of India.

**Statute 3**

**Seal, Logo, Foundation Day, Flag, Anthem, Union, Association, etc.**

[under various provisions of and in addition to The Act]

With the coming into force of The Act and these Statutes, Bajali College, Pathsala stands upgraded and replaced by Bhattadev University, Bajali.

1. This new entity, Bhattadev University, shall be considered to have been founded in 1955, the year in which Bajali College was originally established.
2. The University will have its Foundation Day on August 16 (the Bajali College Foundation Day).
3. The University shall have its own Common Seal to be used for the purposes of the University and the design of the Seal shall be as approved by the Executive Council, subject to further changes or amendments, as deemed necessary from time to time.
4. The University shall have a Logo (Bhattadev University Logo) to be used for the purposes of the University and the design of the Logo shall be as approved by the Executive Council.
5. The University will have its students' union (Bhattadev University Students' Union), teachers' association (Bhattadev University Teachers' Association), officers' association (Bhattadev University Officers' Association), employees' union (Bhattadev University Employees' Union) and an Alumni Association to be called 'Alumni Association of Bhattadev University, Bajali' which will also have the alumni of Bajali College, Pathsala as its members.

The University may decide to make and use such Flag, Anthem, Vehicle Flag and other symbolic or graphic expressions, abbreviations and the likes for such purposes as deemed necessary from time to time, as approved by the Executive Council, and which are not of such nature that are not permitted by the State and the Central Governments.

**Statute 4**

**The terms of office, the method of appointment and the conditions of services of the Officers of the University other than the Chancellor and the Vice-Chancellor**

**4.1 Pro Vice-Chancellor**

A Pro Vice-Chancellor may be appointed by the Vice-Chancellor as per provisions of the Section 14 (1)-(5) of the Act

**4.1.1. Mode of Appointment**

The Vice-Chancellor may appoint a Pro Vice-Chancellor from amongst the Professors of the University or from any other Higher Education Institution under intimation to the Chancellor.

**4.1.2. Term of Office**

The Pro Vice-Chancellor shall be appointed for a term of Three Years.

**4.1.3. Conditions of Service**

4.1.3.1. The position of the Pro Vice-Chancellor shall be for a period of Three years and shall be co-terminus with the term of the Vice-Chancellor.

4.1.3.2. The Pro Vice-Chancellor shall be a member on all statutory bodies of the University.

4.1.3.3. The Pro Vice-Chancellor shall be entitled to an additional allowance as decided by the Vice-Chancellor.

**4.1.4. Duties and Responsibilities**

The Pro Vice-Chancellor shall take up the responsibilities assigned to her/him by the Vice-Chancellor over and above her/his regular responsibilities as a Professor.

**4.2 Registrar**

The Registrar is the chief administrative officer of the University and is the custodian of all assets and the seal of the University and of all other such objects and documents as decided and approved by the Executive Council.

**4.2.1 Mode of Appointment**

The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose by the Executive Council. The process of appointment of Registrar shall be initiated by the Vice-Chancellor by constituting a Selection Committee with the Vice-Chancellor as the Chairperson, one nominee of the University



Court, one nominee of the Executive Council, one nominee of the Vice-Chancellor from amongst the University Professors, two external experts to be nominated by the Vice-Chancellor who may be eminent academics, scientists or a bureaucrats, and whose ranks shall not be less than that of a University Professor. The post of the Registrar shall be advertised in the national and regional newspapers and in the University website. A Screening Committee constituted by the Vice-Chancellor comprising of one Professor as the Vice-Chancellor's nominee and one nominee from the Executive Council shall screen the candidates on the basis of the qualifications and all other eligibility requirements as per the norms of the University Grants Commission/ the Ministry of Human Resource Development, Government of India and as accepted by the State Government. On approval of the short-listed candidates by the Vice-Chancellor, the Selection Committee shall interview the invited short-listed candidates and the Vice-Chancellor shall place the recommendations of the Selection Committee for consideration of the Executive Council.

#### **4.2.2 Term of Office**

4.2.2.1 The Registrar shall be a whole time Officer of the University who shall be appointed for a term of Five (05) years from the date of assuming her/his Office.

4.2.2.2 The Registrar may resign from the position of Registrar by serving advance notice of three (03) months to the Vice-Chancellor.

4.2.2.3 The Executive Council may relieve the Registrar from the post on recommendation of the Vice-Chancellor on sufficient and convincing ground relating to dereliction of her/his assigned duties/gross act of delinquency affecting the administration and functioning of the University/ violation of the established Rules and procedures of the University/ proven act of corruption- financial, administrative and moral.

4.2.2.4 In the event of any temporary vacancy in the office of the Registrar due her/his leave on ground of illness or any other exigency, the Vice-Chancellor shall make such arrangements as he/she may deem fit for exercising the powers and performing the duties of the Registrar during the period of absence..

#### **4.2.3 Conditions of Service**

4.2.3.1 The Registrar shall be a whole time Officer of the University to be appointed for a term of five (05) years following the provision and the procedure in the Act/Statutes/Ordinance.

4.2.3.2 The Registrar shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor she/he shall be confirmed in the position for the remaining period of the term.

4.2.3.3 The Registrar may be considered for reappointment on completion of her/his term should she/he so desire and provided that she/he is eligible for reappointment.

4.2.3.4 The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Grants Commission/the Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.2.3.5 The Registrar shall be entitled to an official quarter and an official vehicle.

#### **4.2.4 Duties and Responsibilities**

4.2.4.1 Under the provision of Section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, and of the Building and Works Committee:

Provided that, notwithstanding anything contained in The Act, the Executive Council may, either for special purpose or in general, appoint any other officer of the University as the Secretary of the above bodies.

4.2.4.2 The Registrar shall convene the meetings of all committees on which she/he is the *ex-officio* Secretary and shall be responsible for all such acts such as preparation of the Agenda Notes, intimation to the members, preparation and circulation of the minutes after due approval from the Vice-Chancellor.

4.2.4.3 The Registrar shall be the custodian of the records, the seal and the property of the University and of any other objects, documents as the Executive Council/Vice-Chancellor shall commit to her/his charge. The Registrar shall be responsible for regular updating and maintenance of the University Stock Book and the University Asset Register.

4.2.4.4 The Registrar shall be responsible for issue and receipt of all official letters and communications.

4.2.4.5 The Registrar is the authorised officer to put up all official Notification, Circular, Office Order in the University website, University Notice Board and the Newspaper after due approval of the Vice-Chancellor.

4.2.4.6 The Registrar shall be the authorised officer to communicate with the State and the Union Governments on any matter relating to the University.

4.2.4.7 The Registrar shall be the authorised Officer to receive the communications under the Right to Information Act and shall issue responses as and when required as per the law.

4.2.4.8 The Registrar shall represent the University in the Court of Law in suits or proceedings by or against the University, sign Powers of Attorney and verify pleadings and/or depute her/his representatives for the purpose. The Registrar shall be the authorised Officer to sue any party/individual on behalf of the University after due approval from the Executive Council/Vice-Chancellor for any liability to the University, or for any breach of contract entered into with the University.

4.2.4.9 The Registrar shall be the official signatory in all Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any Agreement of Mutual Cooperation between the University and other institutions/organisations as approved by the Executive Council. The Registrar shall be responsible for obtaining prior approval from the State and

the Union Governments for entering into any MoU/MoA or other agreements with any Foreign University/Higher Education Institute.

4.2.4.10 The Registrar shall be responsible for creation and maintenance of the comprehensive digital database of the University.

4.2.4.11 The Registrar shall be responsible for addressing all issues relating to gender and be responsible for ensuring effective functioning of the of the Internal Complaints Committee.

4.2.4.12 The Registrar shall be responsible for maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, which ensure and enhance sustainable environment.

4.2.4.13 The Registrar shall be responsible for coordinating with the Finance Officer and the Vice-Chancellor on all matters relating to timely preparation of the University Budget, Statement of Accounts, University Balance Sheet, the Annual Report of the University, conduct of the internal audit and the annual audit of the accounts and on all other such matters that ensure transparent financial management of the University.

4.2.4.14 The Registrar shall issue the appointment letters to the teaching and the non-teaching staff with the terms of references as approved by the Executive Council.

4.2.4.16 The Registrar shall ensure that the Annual Confidential Reports of all employees – teaching and non-teaching – are prepared by the assigned Controlling Officers and placed before the authorised Officers for necessary action and record.

4.2.4.17 The Registrar shall be responsible for coordinating with all concerned officers for regular and timely conduct of the Academic and Administrative Audit of the University.

4.2.4.18 The Registrar shall be authorised under *force majeure* to take any measure deemed appropriate in consultation with the Vice-Chancellor at times of emergency arising out of health and medical, law and order, major accidents, natural calamities, etc.

4.2.4.19 The Registrar shall be providing the necessary support to the Vice-Chancellor, when called for, on any other matter relating to the University which are not explicitly covered under the Statutes and perform such duties as asked by the Vice-Chancellor in the interest of the University.

### **4.3 Academic Registrar**

#### **4.3.1 Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under Section 17 (1) of the Act on approval of the Executive Council based on the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the



Academic Registrar from amongst the candidates with the requisite academic qualifications and all other eligibility criteria as per the requirement of the UGC/MHRD.

#### **4.3.2 Term of Office**

The term of office of the Academic Registrar shall be five years and she/he will be eligible for reappointment.

#### **4.3.3 Conditions of Service**

4.3.3.1 The Academic Registrar shall be entitled to the emoluments in the UGC-approved pay scale and pay band accepted by the State Government.

4.3.3.2 In the event of the Academic Registrar proceeding on long leave on the ground of illness, or any unforeseen unavoidable exigencies, the charge of the office of the Academic Registrar shall be temporarily entrusted upon any other suitable Officer/Professor of the University as deemed appropriate by the Vice-Chancellor of the University.

#### **4.3.4 Duties and Responsibilities**

4.3.4.1 Under the provision in Section 17 (1) of the Act, the Academic Registrar shall be the Secretary of the Academic Council of the University. The Academic Registrar shall prepare the Agenda Notes for the Meetings of the Academic Council and shall be responsible for preparation and circulation of the Minutes of the meetings of the Academic Council following the approval of the Vice-Chancellor.

4.3.4.2 The Academic Registrar shall coordinate with the Deans of the Faculties and the Heads of the Departments in the preparation and periodic revision of the syllabi of all academic programmes of the University. The Academic Registrar shall ensure that new course curricula are prepared and presented to the Academic Council for consideration in accordance with the Learning Outcomes-based Curriculum Framework (LOCF).

4.3.4.3 The Academic Registrar shall be responsible for preparation of the Academic Calendar, Time Tables of the University. The Academic Registrar shall also ensure that the classes are allocated in conformity with the assigned credits for the teaching units in the curricula.

4.3.4.4 The Academic Registrar shall coordinate with the Heads of the Departments, the Deans of the Faculties and the Controller of Examinations for governance of the semester system.

4.3.4.5 The Academic Registrar shall organise Workshops and Training Programmes for the teachers on Pedagogy, application of ICT in teaching-learning, continuous comprehensive evaluation, evaluation of students' feedback, etc.

4.3.4.6 The Academic Registrar shall provide professional support to the Vice-Chancellor, the Registrar and all other functionaries of the University on any matter, other than those specified in the statutes for proper Academic Governance of the University.

4.3.4.7 The Academic Registrar shall be responsible for coordinating with the Deans of the Faculties and the Heads of the Departments for facilitating teaching-learning through the available MOOCS platforms like the SWAYAM.

4.3.4.8 The Academic Registrar shall be responsible for collecting and maintaining all student related data of the University in the National Academic Depository (NAD).

4.3.4.9 It will be the duty and responsibility of the Academic Registrar to create and maintain the digital database of the University for participation in the assessment and accreditation of the University by agencies approved by the Government of India like the National Assessment and Accreditation Council (NAAC), the National Institutional Ranking Framework (NIRF), National Board of Accreditation (NBA), etc. in collaboration with Coordinator/Director, IQAC.

4.3.4.10 The Academic Registrar shall organise the periodic Academic and Administrative Audit of the University by external peer group, once the Registrar initiates the process.

4.3.4.11 The Academic Registrar shall coordinate with the Coordinator/Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University as required by the regulatory bodies and as stated in these statutes.

4.3.4.12 The Academic Registrar shall coordinate with the Departments, the Deans of the Faculties, the Dean R & D and the Dean, Students' Welfare for facilitating Industry-Academia Interfacing.

4.3.4.13 The Academic Registrar shall coordinate with the Heads of the Departments and the Heads of the Centres of Studies and the Deans of the Faculties for facilitating the appointment of Visiting Professors and Guests Teachers.

4.3.4.14 The Academic Registrar shall coordinate with the Deans of the Faculties, the Dean, Students' Welfare and the Dean, R & D for facilitating admission of international students into the various teaching and research programmes of the University.

4.3.4.15 The Academic Registrar shall coordinate with the Controller of Examinations in organising the Convocation of the University.

## **4.4. Controller of Examinations**

### **4.4.1 Mode of Appointment**

The Controller of Examinations of the University shall be appointed by the Registrar under Section 17 (1) of the Act on Executive Council approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Controller of Examinations from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

#### **4.4.2 Term of Office**

The Controller of Examinations shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of her/his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

#### **4.4.3 Conditions of Service**

4.4.3.1 The Controller of Examinations shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor she/he shall be confirmed in the position.

4.4.3.2 The Controller of Examinations shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.4.3.3 In the event of any temporary vacancy in the Office of the Controller of Examinations due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher of the University deemed suitable for the post as a temporary measure.

#### **4.4.4 Duties and Responsibilities**

4.4.4.1 Under the provision of Section 6 (iv) of the Act, the Controller of Examinations shall be responsible for the conduct of the Mid-Semester and Semester-End Examinations of all academic programmes of the University and those of the Constituent Colleges, if any.

4.4.4.2 The Controller of Examinations shall be responsible for coordinating with the Heads of the Departments/Centres of Studies and the Principals of the Constituent Colleges, if any for obtaining the Grades/Marks of the students under the Continuous Comprehensive Evaluation system and the Grades/Marks of the students in the Sessional Examinations.

4.4.4.3 The Controller of Examinations shall recommend to the Vice-Chancellor for the appointment of the External Examiners, if any on the basis of the recommendation of the concerned Head of the Department for the conduct of Practical Examination in the required subjects.

4.4.4.4 The Controller of Examinations shall constitute the Moderation Committee as approved by the Vice-Chancellor and convene the meetings as and when required for finalising the Question Papers of the Mid-Semester and the Semester-End Examinations.

4.4.4.5 The Controller of Examinations shall compile the results of the Mid-Semester and the Semester-End Examinations of the University and of the Constituent Colleges, if any and publish the same after due approval of the Vice-Chancellor.

4.4.4.6 The Controller of Examinations shall conduct the Examination of the subject-wise Course Work of the PhD programme of the University and shall prepare the results for declaration after due approval from the Vice-Chancellor.

4.4.4.7 The Controller of Examination shall coordinate with the Academic Registrar and the Coordinator/Director, IQAC in creating student databases for the National Academic Depository (NAD), NAAC evaluation, NIRF Ranking of the University and on any other matter of relevance to academic governance.

4.4.4.8 The Controller of Examinations shall be responsible for coordinating with the Academic Registrar, Registrar and the Deans of the Faculties in organising the Convocation of the University within six months of declaration of the final results of the academic programmes for the award of the Degrees, Diplomas and the Certificates to the successful students.

## **4.5 Finance Officer**

### **4.5.1 Mode of Appointment**

The Finance Officer is a whole time Officer of the University who shall be appointed on Executive council approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the suitable candidate with the required qualification and having the requisite eligibility as per the provisions under the relevant Rules of the Ministry of Human resource Development/University Grants Commission and as approved by the State Government.

### **4.5.2 Term of Office**

The Finance Officer shall be appointed for a full term of Five (5) years and shall continue to serve in the position until the completion of the term or the date of superannuation, whichever is earlier.

### **4.5.3 Conditions of Service**

4.5.3.1 The Finance Officer shall serve a probation period of one year which may be further extended to another year after which on review of her/his performance during the probation period by the Vice-Chancellor she/he shall be confirmed in the position.

4.5.3.2 The Finance Officer may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under provisions of Section 20 (1) of the Act provided she/he fulfils the laid down conditions for appointment of the post for another term.

4.5.3.3 The Finance Officer shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.5.3.4 In the event of any temporary vacancy in the Office of the Finance Officer due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher of the University deemed suitable for the post as a temporary measure.

#### **4.5.4 Duties and Responsibilities**

4.5.4.1 The Finance Officer shall be a whole-time Officer of the University who shall be responsible for the overall supervision of the financial management of the University.

4.5.4.2 The Finance Officer shall prepare the annual Budget Estimate under the recurring and the Non-recurring expenditure Heads and shall maintain the records of the revenues earned by the University through various Heads of Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extramural Grants, Grant Over Heads, etc.

4.5.4.3 The Finance Officer shall be responsible for preparation of the University Budget, Annual Statements of Accounts and the Balance Sheet of the University for consideration of the Finance Committee, the Executive Council and the Court.

4.5.4.4 The Finance Officer shall ensure that there is an effective mechanism of regular monitoring of the financial expenditures through the internal audit.

4.5.4.5 The Finance Officer shall be responsible for ensuring the annual Audit of the University Accounts by the Accountant General's Office.

4.5.4.6 The Finance Officer shall be responsible for incorporation of the approved audited accounts of the University in the Annual Report of the University within the stipulated timeframe.

4.5.4.7 The Finance Officer shall be responsible for coordinating with the Registrar in evaluating the assets of the University as recorded in the Asset Register and the Stock Books for consumable and non-consumable objects procured by each and every teaching and non-teaching department in terms of appreciation, if any and depreciation.

4.5.4.8 The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee and shall prepare the Agenda Notes, Minutes of the Finance Committee Meetings and all other matters as stipulated in Sections 43 (a-g), 44 (1), 45 (1-6) of the Act.

4.5.4.9 The Finance Officer shall constantly monitor the incurred expenditure and the earned revenue and advise the Vice-Chancellor accordingly to work out appropriate strategies for financial operation.

4.5.4.10 The Finance Officer shall ensure that the expenditure of the University is maintained in accordance with the approved budget of the University.

4.5.4.11 The Finance Officer shall be responsible for placing all mechanisms for financial transactions of the University in accordance with the policy guidelines and directives of the



Central and State Governments to ensure efficiency and transparency in the financial operations of the University.

4.5.4.12 The Finance Officer shall ensure that the income taxes of the employees are deducted at source properly and correctly and deposited to the Income Tax authority within the stipulated period.

4.5.4.13 The Finance Officer shall issue the signed salary certificates to each employee and ensure that the contributions/deductions towards the employees' Provident Funds and the towards the Permanent Retirement Account Number (PRAN) of the employees availing the National Pension Scheme under the National Securities Depository Limited are made regularly.

4.5.4.14 The Finance Officer shall perform such other functions and duties as may be assigned to her/him by the Executive Council and/r the Vice-Chancellor or as stipulated by the Statutes and/or Ordinances and Rules and the Regulations subject to the approval from the Finance Committee and the Executive Council.

#### **4.6 Dean, Students' Welfare**

The Dean, Students' Welfare shall be a regular position for supervision of all matters relating to the academic, curricular, extra-curricular, discipline, hostel accommodation, cultural, sports, career, social extension service and such other matters affecting the life of students on the campus and overall welfare and development of the students.

##### **4.6.1 Mode of Appointment**

The Dean, Students' Welfare shall be appointed by the Executive Council on recommendation of the Vice-Chancellor from amongst the Professors of the University under the provision of Section 19 of the Act.

##### **4.6.2 Term of Office**

The Dean, Students' Welfare shall be a regular position for a term of three (03) years.

##### **4.6.3. Conditions of Service**

4.6.3.1 The Dean, Students' Welfare shall be discharging her/his duties and responsibilities over and above her/his regular duties as a Professor of the University.

4.6.3.2 The Dean, Students' Welfare shall be provided with an independent Office and shall be provided accommodation on the campus.

4.6.3.3 The Dean, Students' Welfare shall be required to attend her/his duties beyond the office hours as and when her/his presence is required on the campus.

**4.6.4 Duties and Responsibilities**

4.6.4.1 The Dean, Students' Welfare shall be the Chairperson of the Students' Advisory Council.

4.6.4.2 The Dean, Students' Welfare shall be responsible for providing overall supervision on the general welfare and development of the students.

4.6.4.3 The Dean, Students' Welfare shall be the first officer to address any matter relating to students' grievance and shall endeavour to resolve the issues.

4.6.4.4 The Dean, Students' Welfare shall be responsible for allocating seats to the admitted eligible students in the Hostels of the University unless the duty is assigned by the Vice-Chancellor to another officer.

4.6.4.5 The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.6.4.6 The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.6.4.7 The Dean, Students' Welfare shall ensure that the discipline and decorum on the campus is maintained by the students.

4.6.4.8 The Dean, Students' Welfare shall be responsible for conducting the Election of the students' representative to the Bhattadev University Students Union in adherence to the rules /guidelines of the UGC as per the recommendations of the Lyngdoh Committee which have been made binding on all universities and colleges by the Hon'ble Supreme Court of India.

4.6.4.9 The Dean, Students' Welfare shall be responsible to recommend the disciplinary actions to be taken on any student for violating the Rules and Regulations of the University in accordance with the Disciplinary Rules and Regulations of the University to the Vice-Chancellor.

4.6.4.10 The Dean, Students' Welfare shall supervise all cultural, sports and extension services of the students.

4.6.4.11 The Dean, Students' Welfare shall be responsible for overall supervision of the NCC and the NSS wings of the University.

4.6.4.12 The Dean, Students' Welfare shall coordinate with the Academic Registrar, Controller of Examinations and the Registrar on any matter relating to the curricular and co-curricular activities of the students.

4.6.4.13 The dean, Students' Welfare shall coordinate with the Heads of the Departments, Academic Registrar, Finance Officer and the Registrar on matters relating to Scholarship, Travel Grant and Travel Permission for the students.

4.6.4.14 The Dean, Students' Welfare shall perform all such duties and functions as stipulated under section 41 (i-vi) of the Act.

**Statute 5****Liberal Education**

The University shall develop and offer courses within the broad ambit of Liberal Education with an objective of enlarging the intellectual horizon of the students to achieve excellence in all round academic performance and achievement which shall enrich the young minds with the ethos for a modern, liberal and global citizenry. Under the provision of the section 6(i) of the University Act, the University shall offer its various courses within the framework of the UGC by incorporating flexibility for pursuits of courses enabling students from diverse streams to choose subjects across their core disciplines. The Deans of Faculties shall endeavour to develop such courses that would also enable the students to acquire skills and knowledge that would enhance their employability. There shall be an emphasis on interdisciplinary teaching-learning and research in the University. The pedagogy of the University shall be such that there is scope for harnessing the creative faculties of the students through independent observation, critical thinking and creative problem solving.

**Statute 6****Industry-Academia Interfacing**

The University shall embark upon academic agreements with industries and corporate organisations under the provision of the Section 6 (iii) and (xiv) of the Act to create industry-academia interfaces. Such interfaces shall strive for the following:

**6.1** Induction of members from industry and the corporate organisations after due approval from the Board of Studies of relevant department(s) and Centres for Studies and the Vice-Chancellor so that industry-relevant contents may be incorporated in the course/curriculum.

**6.2** Appointment of Visiting Professors and Researchers from Industries and Corporate Organisations in relevant Departments and Centres of Studies.

**6.3** Provision for Student Internship in Industries and Corporate Organisations on a regular basis.

**6.4** Provision for industry and corporate exposure programmes for teachers of the relevant Departments and Centres of Studies.

**Statute 7****Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students**

**7.1** The Executive Council of the University shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for Gender Sensitization against Sexual Harassment. The ICC shall have the following composition:

a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below the level of Professor) nominated by the Executive Council:



- Provided that in case a woman Professor is not available, a woman employee of same level of seniority from any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University.
  - Provided further that in case the other offices or administrative units of the University do not have senior level woman employees, the Presiding Officer shall be nominated from any other workplace of the University or other departments or organisations.
- b) Two Faculty Members and Two Non-Teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Council.
- c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, Master's and Doctoral levels respectively, elected through a transparent democratic procedure.
- d) One member from amongst non-Government Organisations or Associations committed to the cause of women or a person familiar with the issues related to sexual harassment, nominated by the Executive Council.

7.2 At least one-half of the total number of members of the ICC shall be women.

7.3 Persons in senior administrative positions in the University, such as Vice-Chancellor, Pro Vice-Chancellor, Registrar, Deans, Heads of Departments, etc., shall not be members of ICC in order to ensure autonomy of their functioning.

7.4 The term of office of the members of the ICC shall be for a period of three years. The University may also employ a system whereby one-third of the members of the ICC may change every year.

7.5 The Member appointed from amongst the non-Government Organisation or Association shall be paid such fees or allowances for holding the proceedings of the ICC, by the Executive Council as may be prescribed.

7.6 Where the Presiding Officer or any member of the ICC:

- a) contravenes the provision of the Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act No. 14 of 2013); or
- b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be shall be removed from the ICC and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

A separate Ordinance shall be framed by the University as per the Gazette of India Extraordinary Part III-Section 4, May 2, 2016/ Vaisakha 12, 1938 containing the Ministry of Human Resource Development (University Grants Commission) Notification on University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015.

**First Ordinances  
Bhattadev University**

**First Ordinances  
Bhattadev University**

**1. Short Title and Commencement**

- (a) These Ordinances will be called the First Ordinances of Bhattadev University.
- (b) The First Ordinances of the University shall remain in force until new Ordinances are made under the provisions of the Bhattadev University Act, 2017.
- (c) These Ordinances shall come into force on such date as the Vice-Chancellor notifies these after obtaining the assent of the Chancellor of the University.
- (d) These Ordinances should be considered in conjunction with the provisions of the Bhattadev University Act (Assam Act No. XXXVI) of 2017 and the relevant Statutes. In case of absence, differences or ambiguities of provisions in the Statutes, Ordinances and Regulations with regard to the provisions in the Act of the University, the provisions as stated in the Act shall prevail.

**2. Ordinances pertaining to Admission and Enrolment**

- (a) Admission of students shall be made on all-Assam basis and it shall be open to all classes of persons as defined in the Act/Statutes of the University;
- (b) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations as may be decided by the University. The details of these tests/examinations shall be published in advance in the Admissions Brochure of the University. The specific details about the written test and applicability of personal interview for admission to each programme/course of study will be decided by the concerned authority and published in the Prospectus;
- (c) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with special abilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other backward classes. Reservation of seats and relaxation in fees for the candidates belonging to SC/ST/Other Backward Classes shall be as per the norms/policies laid down by the Central and State Governments.
- (d) Notwithstanding the above, the University may decide to reserve a specified number of seats in its academic programmes / courses for students from the Barpeta district of Assam and other states of the country. Admissions of students belonging to these two categories also will be based on merit and the seat distribution will be as per constitutional provisions for ST, SC and OBC categories.
- (e) The University may decide to admit foreign students to its regular programmes of study and the fee structure to be applicable to foreign students shall be different from Indian students.
- (f) The Vice-Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the University;
- (g) **Eligibility for Admission of Students**
  - (i) No student shall be eligible for admission to a programme of study, a degree or diploma unless she/he possesses such qualifications for the concerned programme of study as prescribed by the University.
  - (ii) Admission and enrolment of students shall be planned and executed as below:
    - (aa) The University will approve the procedure of admission from time to time and publish the relevant information in this regard in the prospectus.

- (ba) The University will publish an admission advertisement in national / local newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each programme as prescribed by the University.
- (ca) Unless otherwise provided, all the admissions shall be made by an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the courses offered by the University,
- (da) Candidates seeking admission to a course of study in the University must fulfill the relevant eligibility criteria laid down by the University and published in the prospectus.
- (ea) The maximum number of seats to be made available for each course shall be determined by the University from time to time.
- (iii) No candidate shall be entitled to claim admission as a matter of right.
- (iv) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.
- (h) **Restrictions of Admission on Certain Grounds**
  - (i) No student shall be admitted in two regular Programmes concurrently within or outside the University except that a student pursuing a degree programme in the University, may be permitted to take admission in a part-time certificate/ diploma course or in a programme/course under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programmes under the 'distance mode'.
  - (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
  - (iii) A student who has completed a Postgraduate/Undergraduate/Diploma/ Certificate Programme/Course shall not be allowed to be admitted again in the same programme/course in the same discipline.
  - (iv) Anyone who has been suspended, rusticated, debarred, expelled, etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.

- (v) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false /incorrect.
- (vi) A student who has taken admission to any course as a full time regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.
- (i) **Re-admission**
  - (i) A student of the 1st Semester/Term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programmes.
  - (ii) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.
- (j) **Enrolment/Registration of Students**
  - (i) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/registered as a student of the University.
  - (ii) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary
  - (iii) The Academic Registrar and/or Controller of Examinations shall maintain a record of all enrolled students studying in the various Departments/Centres of the University or carrying on research work in the University.
  - (iv) The student shall be given a unique and permanent enrolment number and issued with an identity card bearing the enrolment number, and the same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (k) **Late Admission**

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.

**(I) Procedure of Withdrawal**

Students may withdraw their admission by the date of registration as specified by the University or before the same. In compliance with instructions of UGC, the University will refund his/her deposited amount after deducting a processing fee, as prescribed from time to time. In case the student registers for the programme on the specified date or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus / admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance with UGC guidelines.

**3. Ordinances pertaining to various Programmes of Study**

- (a) This Ordinance pertains to various programmes of study offered by the University, with information about the name of the Faculty/Department/ Centre offering the programme, duration of the programme, and the minimum eligibility requirements for admission.
- (b) There shall be Programmes of Study in the University for Degrees, Diplomas and Certificates in different Faculties/Departments/Centres. The University shall offer such programmes and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- (c) In addition to the Programmes of Study listed, the Executive Council may exercise powers to introduce, modify or discontinue a programme on recommendations of the Academic Council. The procedure for starting a new programme, temporarily suspending an existing programme or phasing out a programme shall be such as may be laid down in the regulations and approved by the Executive Council.
- (d) The minimum entry qualification for admission to the programmes shall be such as may be laid down in the regulations or as specified by the Executive Council. The Degrees/Diplomas/Certificates as referred to in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (e) The procedure for the admission shall be such as may be specified by the Executive Council;
- (f) A student may be granted such scholarship/assistantship/stipend/contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or as stated in the regulations laid down for the same.



- (g) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the programme.
- (h) No regulations shall be made in contravention to the decision of the Executive Council in regard to duration, admission processes, intake of students, etc.
- (i) In exceptional circumstances, the Chairman of Executive Council may approve amendments, modifications, insertions or deletions of an Ordinance(s) which in her/his opinion is necessary for the smooth running of the programme: provided, all such changes are reported to the Executive Council in its next meeting.
- (j) The rules governing programmes to be introduced in subsequent years shall be framed by the Academic Council and approved by the Executive Council.

#### **4. Ordinance relating to Fees to be Charged**

- (a) The University shall charge fees from the undergraduate, postgraduate, and research students and post-doctoral workers for different academic programmes.
- (b) Students admitted to various programmes in the Faculties/Departments/Centres shall have to pay the Fees, Funds, Registration Fee and Caution Money, Hostel Charges, etc. as may be approved by the Executive Council on the recommendations of the Finance Committee, constituted as per provisions of the Act.
- (c) The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
- (d) The procedure for the deposition of fees, late fine, entry/deletion of the names from the rolls of the academic programmes of the University in case of defaults, and such other matter, may be implemented by the University.
- (e) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:
  - (i) Registration fees
  - (ii) Admission fees
  - (iii) Tuition fees
  - (iv) Hostel Charges to include Boarding, Lodging charges
  - (v) Summer /Winter Vacation Charges, for those who are required to stay in Hostel during vacation with the permission of the University;
  - (vi) Sports fees



- (vii) Examination fees
- (viii) Library Fees
- (ix) Fees for the Degrees/Diplomas/certificates if awarded and *in absentia*
- (x) Fees for Grade Card, Transcripts, and other academic certificates / documents including duplicates/attested copies, etc.
- (xi) Caution Money/Security deposit is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice-Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
- (f) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a late fine. The student's name may be struck off, after this date, and he/she may be re-admitted on payment of re-admission fee and no late fine be charged. The Vice-Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice-Chancellor may waive the recovery of late fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/Registrar and prescribe such condition as he may consider necessary for the purpose.
- (g) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced.

## 5. Ordinances for the Conduct of Examinations

- (a) **The University Examinations: General Guidelines**
  - (i) Examinations of the University shall be open to all students subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
  - (ii) Students shall appear in the examination for the registered subjects only,
  - (iii) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
  - (iv) Notwithstanding anything contained in the Ordinances relating to admission of students to an examination of the University, the Vice-Chancellor may, in special

cases in which he/she is satisfied on the cause, may allow the student to take the examination.

- (v) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the concerned Regulations.
- (vi) When the University intends to impose any penalty to students, it shall extend to the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (vii) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after being satisfied about the genuineness and as per the gravity of the case.
- (viii) An amanuensis shall be allowed in case of visually impaired students or the students who are unable to write the examination with their own hands due to physical deformity, an accident or a disease.
- (ix) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the regulations/rules of the programmes.
- (x) No Regular student will appear in the examination of the University if he/she:
  - (aa) has concealed important information from the University at the time of admission;
  - (ba) has been prosecuted in any case of indiscipline and so decided by the Vice-Chancellor;
  - (ca) does not possess the minimum academic qualification to appear in the examination;
  - (da) does not satisfy all the provisions of this Ordinance or/and any other Ordinances which govern the permission to appear in the examination;
  - (ea) has not fulfilled the attendance requirement.

**(b) Preparatory Action for Examinations**

To conduct the examination smoothly in the University, the following preparatory action will be carried out by the Controller of Examinations:

**(i) *Appointment of Examiners***

- (aa) The examiners generally shall be teachers who have taught the course at the University or in another university.

- (ba) All question papers of academic departments will be duly moderated by teachers who are associated with the teaching of the concerned course(s).
- (ii) *Setting Question Papers*
  - (aa) As per dates specified in Academic Calendar, all processes and necessary action shall be taken by the Controller of Examinations to conduct the examinations.
  - (ba) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper(s), mentioning important points such as due date of submission of question paper, authority to whom the question papers is to be submitted, etc.
  - (ca) All teachers involved in the setting of questions papers will maintain confidentiality with regard to the questions set in the papers.
  - (da) For each course, two question papers shall be set by two appointed examiners.
  - (ea) Before submission of question papers, all question paper setters must ensure that the question paper is error free and it has been sealed properly.
  - (fa) All question papers shall be submitted within due dates to the Controller of Examinations.
  - (ga) All question papers shall be duly moderated before finalization.
- (c) **Invigilation and Related Activities**
  - (i) All teachers of the Department and Ph.D. students in receipt of Research Fellowships may be assigned invigilation duties.
  - (ii) The nominated Invigilators are required to collect examination material from the Head of Department/Examination Control Room 20 minutes before the commencement of the examination.
  - (iii) All Invigilators are required to reach the Examination Hall at least 15 minutes before the start of the examination after collecting the Question Papers and the examination materials comprising:
    - (aa) Envelopes of Question Papers/Bundles of Answer Books.
    - (ba) Attendance Sheets of Students
    - (ca) Absentee Proforma/ Attendance Statement
    - (da) Any other material as per the requirement.
  - (iv) Answer sheets will be issued 7-10 minutes before examination.
  - (v) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.

- (vi) Question papers will be issued 5 minutes before the start of the examination.
- (vii) Invigilators will ensure that students' study material relating to the examination and or unauthorized material is kept at a place designated by the Invigilation Staff outside the examination hall.
- (viii) Students coming late by more than one (01) hour time will not be allowed in the Examination Hall. The student arriving late will be asked to report to the Head of Department/Controller of Examinations who may allow the student to appear as per his/her discretion but no extra time will be given.
- (ix) Mobile phones or any other electronic gadgets except non-programmable calculators will not be carried inside the Examination Hall.
- (x) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Head of Department or the person who has been authorized for the purpose.
- (xi) If an examinee is caught red handed while copying from a hand written/printed sheet or using any other unfair means which goes against the University Examination Rules, he/she may be expelled for the day or the rest of the examinations of the particular semester/term.

**(d) Evaluation and Submission of Answer Scripts**

- (i) Answer scripts of the respective question papers shall be normally evaluated by teachers who have taught the course.
- (ii) All answer scripts shall be evaluated and submitted to the office of the Controller of Examinations within such a period as is specified in the concerned Regulations.

**(e) Declaration of Result**

Semester wise result will be announced within 45 days of completion of the last examination of a programme or as decided by the Controller of Examinations as per the Rules and Regulations in this regard.

**6. Ordinances pertaining to Discipline**

**(a) Rules for Discipline**

- (i) The rules governing discipline and procedures relating to discipline shall be as provided for in the concerned Regulations.
- (ii) Every student shall always carry his/her own Identity Card issued by the University and shall produce it when asked for by any competent authority of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Dean, Students' Welfare.

- (iii) Any violation of the code of conduct or breach of any Rules or Regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (v) The Dean, Students' welfare will deal with the welfare and discipline of all students in the campus including Hostels and also outside the campus and will ensure maintenance of good conduct. He/She will be assisted by other teachers/ staff/ wardens as nominated.
- (vi) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- (vii) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- (viii) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- (ix) Ragging in any form is unlawful and strictly prohibited. Any student found indulging in ragging shall be expelled from the University and FIRs lodged against them as per orders of the Hon'ble Supreme Court of India.
- (x) Smoking and chewing tobacco products, consumption/possession of liquor, intoxicants, drugs, gutkha, etc., in the Campus is strictly prohibited. Any violation will invoke severe penalty.

**(b) Anti-Ragging Measures**

The University shall have a zero tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court of India.

**(c) Policy to prevent Sexual Harassment**

The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. An Internal Complaints Committee (ICC) shall be constituted by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of

Women at Workplace (Prevention, Prohibition & Redressal)” Act, 2013. All references/complaints pertaining to any matter will be handled within the ambit of the above Act and the Rules framed thereunder. The policy guidelines so defined by the ICC should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

**First Regulations**

**BHATTADEV UNIVERSITY**

**First Regulations****BHATTADEV UNIVERSITY**

The First Regulations are drawn from the provisions of the Sections 22 to 45 of the Bhattadev University (Assam Act No. XXXVI) of 2017.

**The Authorities of the University [under sections 22-43 of The Act]**

The following shall be the authorities of the University:

1. the Court
2. the Executive Council
3. the Academic Council
4. the Post-graduate Board
5. the Under-graduate Board
6. the Board of Studies
7. the Finance Committee
8. the Selection Committees

The following Authorities of the University are created as per section 22(ix) of The Act.

9. The Faculties
10. The Research Council
11. The Students' Advisory Council
12. The Building and Works Committee
13. The Tender Committee

More such Authorities may be created by the Executive Council through ordinances.

This Statute now defines the (1) Constitution, ((2) Term of Office, (3) Meeting of the Authority and (4) Powers and Duties of each Authority

**1 The Court [under sections 23-25 of The Act]****1.1 Constitution**

The Court shall consist of the following *ex-officio* members:

- 1.1.1 The Chancellor
- 1.1.2 The Vice-Chancellor
- 1.1.3 The Pro Vice-Chancellor



- 1.1.4 The Minister of Education, Assam
- 1.1.5 The Registrar
- 1.1.6 Academic Registrar
- 1.1.7 The Controller of Examinations
- 1.1.8 The Finance Officer
- 1.1.9 Dean, Research and Development
- 1.1.10 Dean, Students' Welfare
- 1.1.11 The senior-most Secretary in the Higher Education Department of the Government of Assam
- 1.1.12 The Director of Higher Education, Assam
- 1.1.13 The Director of Technical Education, Assam
- 1.1.14 The Director of Medical Education, Assam
- 1.1.15 The Director of Agriculture, Assam
- 1.1.16 The Director of Animal Husbandry and Veterinary, Assam
- 1.1.17 The Vice-Chancellors of the Dibrugarh University, Cotton University and Gauhati University
- 1.1.18 President and Secretary, Bhattadev University Teachers' Association
- 1.1.19 Two members nominated by the Executive Council
- 1.1.20 The Principal(s) of the Constituent Colleges, if any
- 1.1.21 Two Heads of the Academic Departments of the Bhattadev University (to be selected on the basis of seniority).

The Court also shall have the following OTHER MEMBERS:

- 1.1.22 Two persons distinguished in Literature/Law/Medicine/Science/ Engineering/ Technology/Commerce/Public life nominated by the Chancellor;
- 1.1.23 Two representatives with good records to be elected by the Post-graduate Students of the University from amongst themselves:
  - Provided that a student to be so elected must have been a student of the University for at least one year prior to his election and
  - Provided further that no student who has taken more than one year in excess of the period prescribed for the course of which he is a student would be eligible for such election.
- 1.1.24 Two members (one female) of the Bajali College/Bhattadev University Alumni (to be nominated by the Chancellor).

## **1.2 Term of Office**

- 1.2.1 Save as otherwise provided and except that *ex-officio* members and student members all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be:
- Provided, that no person nominated or elected in his capacity as a member of a particular body or as holder of a particular appointment shall be a member after he ceases to be a member of that body or holder of that appointment, as the case may be;
  - Provided further that any member elected or nominated under clause 2.1 of this section shall hold office for a period of one year only from the date of his election or nomination, as the case may be. He shall cease to be member of the court on his ceasing to be a student of the University.
- 1.2.2 When a person ceases to be a member of the court, he shall cease to be a member of any of the authorities or committees of the University of which he may happen to be a member by virtue of the membership of the Court.
- 1.2.3 With the approval of the court, the Vice-Chancellor may remove an elected or selected member.

### 1.3 Meeting of the Court

- 1.3.1 The court shall meet at least twice a year on dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. One of such meetings shall be held in January and shall be called the Annual General Meeting (AGM).
- 1.3.2 The Court may also meet at such times as it may, from time-to-time, determine.
- 1.3.3 An intimation of a meeting of the Court is to be communicated to the members at least 10 days prior to the date of the meeting, if no unexpected situation arises.
- 1.3.4 The quorum of the Meetings of the Court will be a one third of the existing members.

### 1.4 Powers and duties of the court

Subject to the provisions of this Act, the court shall

- 1.4.1 review, from time-to-time, the broad policies and programmes of the University and suggest measures for the improvements and development of such policies, programmes, works and other affairs;
- 1.4.2 consider the annual report, the annual accounts, the audit report and the statement of the financial estimates, for the ensuing year, to approve the financial estimates, with such comments, if any, to express its views on the annual report and to suggest such measures as it may deem proper on the matters covered by them;
- 1.4.3 approve, with or without modifications, the statutes submitted by the Executive Council:
- Provided that before making any modification to the statutes submitted by the Executive Council, the Executive Council shall be given an opportunity to consider the modifications proposed by the court and the court shall consider the opinion expressed by the Executive Council on such modifications.

- 1.4.3 consider the annual balance sheet prepared at the end of each financial year but not later than six months from the end of such financial year along with the Receipts and Payment Account and Income and Expenditure Account, which all should be in conformity with the existing accounting practices as notified from time-to-time by various oversight committees and the Government of India. These should be held up for review by the Finance committee before it is placed for scrutiny by the Executive Council and then for approval by the court. Such audit report along with the audited financial statements shall form part of the annual report of the University and shall be placed in public domain for dissemination of information.

## **2 The Executive Council [under sections 26-27 of The Act]**

The Executive Council shall be the executive body of the University. It shall consist of the following members, namely:

### **2.1 Constitution**

#### **(A) EX-OFFICIO MEMBERS:**

- 2.1.1 The Vice-Chancellor
- 2.1.2 The Pro-Vice-Chancellor
- 2.1.3 The Registrar
- 2.1.4 Academic Registrar
- 2.1.5 Two Members of Assam Legislative Assembly
- 2.1.6 The Director of Higher Education, Assam
- 2.1.7 The Director of Technical Education, Assam
- 2.1.8 The Director of Medical Education, Assam
- 2.1.9 The Chairman, Board of Secondary Education, Assam
- 2.1.10 Chairman, Higher Secondary Education Council, Assam
- 2.1.11 The Dean(s) of Constituent College(s), if any
- 2.1.12 President and Secretary, Bhattadev University Teachers' Association

#### **(B) OTHER MEMBERS:**

- 2.1.13 Two Heads of Departments of the University who are professors, to be chosen by the Vice-Chancellor by rotation according to seniority for a period of three years
- 2.1.14 One Dean of Faculty to be chosen by the Vice-Chancellor from the Deans of Faculties of the University for a period of three years, by rotation according to seniority
- 2.1.15 Two members to be elected by the court from amongst its members at its Annual General Meeting other than employees and students of the University

- 2.1.16 Two teachers other than a Deans of the University to be elected by the Academic Council from amongst such teachers who are its members
- 2.1.17 Two persons of whom one shall be women to be nominated by the Chancellor
- 2.1.18 Two persons to be nominated by the State Government
- 2.1.19 Two members (one female) from Bajali College / Bhattadev University Alumni (to be nominated by the Vice-Chancellor).

## **2.2 Term of Office**

- 2.2.1 Save as otherwise provided and except the *ex-officio* members, all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be:
  - Provided that no person nominated or elected in his capacity as member of a particular body or as a holder of a particular appointment shall be member after he ceases to be member of that body or holder of that appointment, as the case may be.
- 2.2.2 When a person ceases to be member of the Executive Council, he shall cease to be member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Executive Council.

## **2.3 Meeting of the Executive Council**

- 2.3.1. The meetings of the Executive Council may be convened as frequently as is found to be necessary by the Vice-Chancellor, but it must meet at least thrice a year.
- 2.3.2. A notice of at least about a week should be given for a meeting of the Executive Council.
- 2.3.3. One third of the existing membership of the Executive Council shall form quorum for a meeting of the Executive Council.

## **2.4 Powers and Duties of Executive Council**

The Executive Council shall

- 2.3.1 hold, control and administer the property and funds of the University.
- 2.3.2 appoint a Finance Committee to advise it on matters of finance.
- 2.3.3 do all acts appertaining or incidental to the construction of buildings, roads, tanks, pipelines and other structures of the University.
- 2.3.4 appoint the Building and Works Committee (BWC) to handle construction of buildings, roads, campus development, etc.
- 2.3.5 appoint the Tender Committee to handle tenders involving price quotes of various items including stationery, furniture, ICT, laboratory and medical equipments, vehicles, other items to be purchased by the University from time to time.
- 2.3.6 determine the form and regulate, the use of the Common Seal of the University.

- 2.3.7 lay before the State Government annually a full statement of the financial requirements of the University.
- 2.3.8 administer funds placed at the disposal of the University for any specific purpose including those given for the purpose of buildings, roads, tanks, pipelines and other structures of the University.
- 2.3.9 appoint the officers (other than the Chancellor and the Vice-Chancellor), teachers, office and technical staff and other employees of the University subject to the provisions of The Act and the Statutes.
- 2.3.10 define their duties and conditions of service of the officers and employees appointed as above
- 2.3.11 provide for the filling up of temporary vacancies.
- 2.3.12 have power to accept, on behalf of the University, bequest, endowments, donations or transfer of any movable or immovable property.
- 2.3.13 arrange for holding or conducting of examination and publishing the results of the University examinations.
- 2.3.14 regulate and determine all matters under this Act concerning the University in accordance with this Act, the Statutes and the Ordinances, subject to the powers conferred by this Act on the Vice-Chancellor:
- Provided that no action shall be taken by the Executive Council in respect to the numbers, qualifications or emoluments of teachers otherwise than in consultation with the Academic Council.
- 2.3.15 consider and approve the recommendation of the Academic Council for establishment of new Departments/Centres and Faculties which are not covered in the Act or these Statutes through Ordinance.
- 2.3.16 approve disciplinary Rules and Regulations for employees and students of the University and its Constituent Colleges, if any, in accordance with the Act, the Statutes and the Ordinances.
- 2.3.17 approve Policies, Rules and Regulations for managing and regulating the finances, accounts, investments, property, business and administrative affairs of the University, and for that purpose, to appoint such agents as it may think proper.
- 2.3.18 fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee.
- 2.3.19 invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investment from time to time.
- 2.3.20 approve policies and rules & regulations for entering into, varying, carrying out and cancelling contracts on behalf of the University.
- 2.3.21 approve Policies and Rules & Regulations for entertaining, adjudicating upon, and redressing grievances of the employees and students of the University and its Constituent College(s), if any, who may, for any reason feel aggrieved.

- 2.3.22 approve Policies and Rules & Regulations for appointing examiners and moderators and, also for removing them, and to fix their fees, emoluments and travelling and other allowances, after considering the recommendations of the Academic Council.
- 2.3.23 make such special arrangements as may be necessary for the residence and welfare and security of women students.
- 2.3.24 consider and approve the delegation of powers of the Vice Chancellor to other officers or Bodies of the University.
- 2.3.25 examine and approve the recommendations of the Academic Council for instituting fellowships, scholarships, studentships, medals and prizes as per the Policies and Rules & Regulations of the University approved by the Executive Council.
- 2.3.26 exercise such other powers and perform such other duties of the University and its Constituent College(s), if any, for which no specific provisions have been made in this Act, these Statutes, the Ordinances and the Rules and Regulations.

### **3 The Academic Council [under sections 28-29 of The Act]**

#### **3.1 Constitution**

The Academic Council shall consist of the following members.

##### ***EX-OFFICIO MEMBERS:***

- 3.1.1 The Vice-Chancellor
- 3.1.2 Pro-Vice-Chancellor
- 3.1.3 Registrar
- 3.1.4 Academic Registrar
- 3.1.5 The Director of Higher Education
- 3.1.6 The Director of Technical Education, Assam
- 3.1.7 The Director of Medical Education, Assam
- 3.1.8 The Deans of Faculties & Constituent Colleges
- 3.1.9 The Professors of the University
- 3.1.10 The University Associate Professors who are Heads of Teaching Departments
- 3.1.11 The Librarian of the University;
- 3.1.12 President and Secretary of University Teachers' Association;

##### ***OTHER MEMBERS:***

- 3.1.14 Persons not exceeding three, other than teachers of the University, appointed by the Chancellor being persons who by reasons of their possessing expert knowledge in subjects named for the purpose by the *ex-officio* members of the Academic Council are in the opinion of the Chancellor fit to serve in the Council.



- 3.1.15 Two persons to be elected by the court, who are not employees or students of the University.
- 3.1.16 Two members (one female) of the Bajali College/Bhattadev University Alumni (to be nominated by the Vice-Chancellor).

### **3.2 Term of Office**

- 3.2.1 Save as otherwise provided and except the *ex-officio* members, all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be.
- 3.2.2 When a person ceases to be a member of the Academic Council he shall cease to be a member of any of the authorities of university of which he may happen to be a member by virtue of his membership of the Academic Council.

### **3.3 Meetings of the Academic Council**

- 3.3.1 Meetings of the Academic Council may be convened by the Vice Chancellor as frequently as is found to be necessary, but it must meet at least twice a year.
- 3.3.2 A notice of at least about a week should be given for a meeting of the Academic Council.
- 3.3.3 One third of the existing membership of the Academic Council shall form a quorum for a meeting of the Council.

### **3.4 Powers and duties of the Academic Council**

The Academic Council shall have powers:

- 3.4.1 to make proposals to the Executive Council for the institution of Professorship, Associate Professorship, Assistant Professorship or other teaching posts, and in regard to the duties and emoluments thereof.
- 3.4.2 to submit to the Executive Council draft Regulations, regarding methods and manner of conducting examinations including setting up of Moderation Boards and to award in accordance with such Regulations, Fellowships, Scholarships, Medals and other rewards.
- 3.4.3 approve the Curricula and Syllabi of Courses including online credit courses (which it deems fit) offered by the University for degrees/diplomas/certificates.
- 3.4.4 to recommend examiners for appointments to be made by the Vice-Chancellor on receiving from the Faculties concerned.
- 3.4.5 to control the University Library, to frame Regulations regarding its use, and to appoint a Library Committee under the general control of the Academic Council to manage the affairs of the Library.
- 3.4.6 to restructure and to assign subjects to the faculties.



- 3.4.7 to assign teachers to the faculties.
- 3.4.8 to promote research within the University including the establishment of a Research Council and to require reports on such research from the persons employed thereon.
- 3.4.9 formulate Policies and Rules & Regulations for overseeing and improving upon pedagogic methods and give directions regarding co-operative teaching among Colleges and Institutions, evaluation of research and improvements in academic standards.
- 3.4.10 formulate Policies and Rules & Regulations for overseeing and improving upon pedagogic methods and give directions regarding co-operative teaching among Colleges and Institutions, evaluation of research and improvements in academic standards.
- 3.4.11 facilitate multidisciplinary academic co-operation, either establish or appoint committees or boards for taking up projects on a multidisciplinary basis.
- 3.4.12 recommend to the Executive Council norms, rules and regulations for the appointment of examiners at the different levels.
- 3.4.13 recommend to the Executive Council proposals for the establishment of Departments/ Centres submitted by Deans of Faculties.
- 3.4.14 to organise teaching in the University and to control the work of teachers.
- 3.4.15 Such other powers and duties as may be assigned to it under the statutes.

#### **4 Postgraduate Board [under sections 30-31 of The Act]**

##### **4.1 Constitution**

The Postgraduate Board shall have the following members, namely:

- 4.1.1 The Vice-Chancellor - Chairman
- 4.1.2 The Pro Vice-Chancellor – Member
- 4.1.3 The Deans of Faculty & Constituent Colleges (if any) – Members
- 4.1.4 Academic Registrar – Member Secretary
- 4.1.5 Six persons from amongst the Professors and Heads of Departments of Post-graduate Departments of the University and the Heads of Departments of the Constituent Colleges (if any) elected by the Academic Council – Members
- 4.1.6 Two members of the Academic Council who are not Professors or Heads of Department of the University, or of Constituent Colleges, elected by the Academic Council – Members
- 4.1.7 Four persons who may or may not be professors of the University to be nominated by the Vice-Chancellor – Members

- 4.1.8 One member of Examination Committee to be nominated by the Vice-Chancellor – Member

**4.2 Term of Office**

- 4.2.1 Save as otherwise provided and except ex-officio members, the term of office of the other members shall be three years from the date of his/her nomination.

**4.3 Meetings of the Postgraduate Board**

- 4.3.1 The Board may meet as frequently as required, but at least twice a year.
- 4.3.2 A notice of about a week should preferably be given for a meeting of the Board.
- 4.3.3 The quorum for a meeting of the Board will be one third of the existing members of the Board.

**4.4 Powers and duties of the Postgraduate Board**

Subject to the provisions of this Act, the Statutes and the Ordinances, the Postgraduate Board (PG Board) shall have the following powers and duties, namely:

- 4.4.1 to recommend to the Academic Council, the pattern of PG courses, the examinations to be held for such courses, and for their revision;
- 4.4.2 to approve the curricula and syllabi for the PG courses and to modify them when necessary, after considering the recommendations of the Boards of Studies;
- 4.4.3 to recommend to the Executive Council for the institution and award of fellowships, scholarships, prizes, honorary degrees and other awards or other academic distinctions and for the institution and conferring of degrees, diplomas, titles, certificates and other academic distinctions in the PG courses on the basis of examinations and for the withdrawal thereof;
- 4.4.4 to make recommendations to the Executive Council for the institution of or other posts of teachers required for the PG Courses and for the recognition of persons as teachers of the University for such courses, and regarding their emoluments duties, and terms and conditions of their services;
- 4.4.5 to recommend to the Academic Council the conditions for the admission of students to PG courses, and to make regulations for their attendance and progress;
- 4.4.6 to make Regulations with regard to the residence, discipline of students in the departments and the constituent colleges, and institutions imparting PG courses and for the promotion of their health and welfare;
- 4.4.7 to make recommendations to the Executive Council regarding the allocation of funds to the PG Departments and constituent Colleges and institutions engaged in instruction in PG courses or research, and to the libraries, laboratories, museums established by the University;

- 4.4.8 to review the works of the PG Departments and Colleges and institutions engaged in instruction in PG courses and research and to call for report thereon and to take all steps necessary for the improvement of standard of research and teaching and other affairs therein;
- 4.4.9 to consider the measures suggested by Academic Council on any matter affecting the academic work of the University and to express its views on them to consider any matter referred to it by the Executive Council or the Academic Council and to submit reports thereon to the Executive Council or the Academic Council, as the case may be;
- 4.4.10 to approve the panels of the examiners for PG Examinations, with or without modifications, after considering the recommendations of the Boards of Studies and to modify the same at any time after consultation with the Boards of Studies concerned;
- 4.4.11 to promote research within the University and to make regulations governing research degrees; and
- 4.4.12 to appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction of the PG Board.

## **5 Undergraduate Board [under sections 32-33 of The Act]**

### **5.1 Constitution**

The Undergraduate (UG) Board shall consist of following members, namely:

- 5.1.1 The Vice-Chancellor – Chairman
- 5.1.2 The Pro-Vice-Chancellor – Member
- 5.1.3 The Deans of Faculty & Constituent Colleges (if any) – Members
- 5.1.4 Three persons from among the professors and the Heads of Departments of the University and of the Constituent Colleges elected by the Academic Council – Members
- 5.1.5 One Principal of Affiliated Colleges, if any, elected by the Academic Council from amongst its own members
- 5.1.6 Three persons who may or may not be members of the Academic Council, nominated by the Vice-Chancellor
- 5.1.7 Five persons to be elected from amongst the teachers of Constituent Colleges, if any
- 5.1.8 Five persons to be elected from amongst the teachers of Affiliated Colleges, if any
- 5.1.1 One member of the Examination Committee to be nominated by the Vice-Chancellor.

**5.2 Term of Office**

- 5.2.1 Save as otherwise provided and except ex-officio members, the term of office of the other members shall be three years from the date of his/her nomination.

**5.3 Meetings of the Undergraduate Board**

- 5.3.1 The Board may meet as frequently as required, but at least twice a year.
- 5.3.2 A notice of about a week should preferably be given for a meeting of the Board.
- 5.3.3 The quorum for a meeting of the Board will be one third of the existing members of the Board.

**5.4 Powers and duties of the Undergraduate Board**

Subject to the provisions of this Act, the Statutes and the Ordinance, the Under-graduate Board shall have the following powers and duties, namely:

- (a) to recommend to the Academic Council the pattern of courses and examinations for the UG courses and the revision thereof
- (b) to make recommendations to the Executive Council for the institutions of professorships, or other-posts of teachers required for the UG courses in the University and the constituent colleges and for the recognition of persons as teachers of the University for such courses and regarding their emoluments, duties and terms and conditions of services
- (c) to make recommendation to the Executive Council for the award of scholarships, prizes and other awards and for the conferment of degrees, diplomas, titles, certificates and other academic distinction in the UG courses
- (d) to approve the curricula and syllabi for the UG courses and to modify them when necessary after considering the recommendations of the Boards of Studies concerned;
- (e) to make recommendations to the Executive Council regarding the allocation of funds to the constituent colleges and institutions and to the departments imparting instructions in UG courses
- (f) to review the work of the UG departments and Colleges and institutions imparting instructions in UG courses, to call for reports thereon and to take steps necessary for the improvement of the standard of teaching and other affairs therein
- (g) to recommend to the Academic Council the conditions for the admission of students to UG courses and to make regulations for their attendance and progress
- (h) to approve the panels of examiners for UG examinations, with or without modifications after considering the recommendations of the Board of Studies and to modify the same at any time after consultation with the Board of Studies

- (i) to make regulations with regard to the residence, health and discipline of the students in UG courses
- (j) to consider the measures suggested by the Academic Council on any matter affecting the academic work of the University and to express its views on them to consider any matter referred to it by the Executive Council or the Academic Council and to submit report thereon to the Executive Council or the Academic Council, as the case may be
- (k) to appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction of the Under-graduate Board.

## **6 Board of Studies [under sections 34-35 of The Act]**

There shall be a Board of Studies in each main branch of study. Those branches shall be specified, and when necessary modified by the Academic Council.

### **6.1 Constitution**

Each Board of Studies shall consist of the following members, namely:

- 6.1.1 Chairman – A Professor or Head of the Department of the University in the Branch concerned, nominated by the Vice-Chancellor
- 6.1.2 Three persons with qualifications in the Branch of Study elected by the Academic Council – Members
- 6.1.3 One Expert Consultant, not connected with the University nominated by the Chairman with approval of the Vice-Chancellor – Member
- 6.1.4 Subject to the previous approval of the Vice-Chancellor, the Board may consult other Expert or Experts when necessary on any matter within its field.

### **6.2 Term of Office**

- 6.2.1 Save as otherwise provided and except the *ex-officio* members and the Professors of the Faculty, other members shall hold office for a period of **three years** from her/his date of nomination.
- 6.2.2 If the number of teachers in the Department is too small for rotation, the Vice Chancellor may re-nominate the earlier member, as s/he thinks proper.

### **6.3 Meetings of the Board of Studies**

- 6.3.1 The Meetings of the Board of Studies will be held as frequently as required, but should meet at least twice a year.
- 6.3.2 The quorum of a meeting will be one third of the existing members.

### **6.4 Powers and duties of Board of studies**

Subject to the provisions of this Act, the Statutes and the Ordinances, each Board of Studies shall have the following powers and duties, namely:

- 6.4.1 to make recommendations to the Post-graduate or the Under-Graduate Board, as the case may be about the pattern of courses, curriculum, and syllabi to be laid down for different courses and the examinations to be held for such courses and to make recommendations for revision of courses, syllabi, curricula and examinations in so far as they relate to the field of the particular branch of studies;
- 6.4.2 to prepare, and when necessary revise, the panel of examiners for different examinations, for submission to the examination committees; and
- 6.6.3 to consider any other matter referred to it by the Post-graduate or Under-graduate Board, the Academic Council or the Executive Council, as the case may be and to submit a report to the authority concerned upon the matter so referred.

## **7. Finance Committee [under sections 42-43 of The Act]**

There shall be a Finance Committee of the University.

### **7.1 Constitution**

- (1) Vice-Chancellor – Chairman
- (2) Finance Officer – Member Secretary
- (3) Member – Court Member 1
- (4) Member – Court Member 2
- (5) Member – Executive Council Member 1
- (6) Member – Executive Council Member 2
- (7) Member – Representative from the Finance Department of the State Government
- (8) Member – Representative from the Education Department of the State Government
- (9) Registrar – Member

*Members at Sl. Nos. 3 and 4 are to be elected by the Court.*

*Members at Sl. Nos. 5 and 6 are to be elected by the Executive Council.*

*Members at Sl. Nos. 7 and 8 are to be nominated by the State Government.*

This committee shall have the power to co-opt other experts as members who shall have no power to vote.

### **7.2 Term of Office**

- 7.2.1 Save as otherwise provided and except ex-officio members, such other members shall hold office for a period of **three years** from the date of her/his nomination.



**7.3 Powers and Functions**

The Finance Committee shall

- 7.3.1 examine the annual budget estimates and to give advice and suggestions to the Executive Council thereon;
- 7.3.2 make recommendations to the Executive Council relating to the Finance of the University;
- 7.3.3 to examine every proposal for new expenditures involving a sum of money exceeding rupees one lakh and to advise the Executive Council thereon;
- 7.3.4 to review the financial position of the University periodically;
- 7.3.5 to recommend to the Executive Council for delegation of powers on limits for new expenditure to different functionaries of the University;
- 7.3.6 to suggest in general the means for the improvement of the financial position of the University;
- 7.3.7 to consider and recommend revision of grades of pay and grades of pay of new posts to the Executive Council;
- 7.3.8 to deal with such other matters relating to the financial matters of the University as may be prescribed by the Ordinances.

**7.4 Meetings of the Finance Committee**

- 7.4.1. The Finance Committee shall meet as frequently as is deemed to be necessary, but it must meet at least once in three months.
- 7.4.2. A notice of at least one week shall normally be given for a meeting.

**8 Selection Committee [under section 39 of The Act]**

- 8.1 There shall be a Selection Committee for making recommendations to the Executive Council for appointment of Professors, Associate Professors, Assistant Professors, Registrar, Finance Officer, Academic Registrar, Controller of Examinations, Librarian, Deputy Registrars, Deputy Controller of Examinations and other officers of the University as may be provided for by the statutes.
- 8.2 The selection committees to be constituted for appointments against posts mentioned in relevant UGC Guidelines/Regulations will be as per UGC stipulations as accepted by the State Government and the University from time to time.
- 8.3 The selection committee shall comprise of the following members:
  - 8.3.1 The Vice-Chancellor - Chairman
  - 8.3.2 Three persons not holding any office of profit under the University of whom one to be nominated by the Chancellor, one to be nominated by the Executive Council and other to be nominated by the Academic Council;



- 8.3.3 The Registrar shall be the Member-Secretary of the Selection Committee except for the Selection Committee of the appointment of Registrar in which case the Vice-Chancellor shall nominate one person as Member-Secretary in consultation with the Executive Council.
- 8.3.4 In making recommendations for the appointment of Professors of the University, the Selection Committee shall co-opt
- (a) The Dean of the concerned Faculty
  - (b) The Head of the concerned Department concerned, if he is a Professor
  - (c) One Professor of the Department to be nominated by the Vice-Chancellor
  - (d) Two persons (subject experts) not in the services of the University to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council, who have special knowledge of the subject for which the Professor is to be selected.
- 8.3.5 In making recommendations for the appointment of Associate Professors or Assistant Professors and other teachers of the University, the Selection Committee shall co-opt
- (a) The Dean of the concerned Faculty
  - (b) The Head of the concerned Department concerned
  - (c) One Professor of the Department (another Department if no Professor is there in the Department) to be nominated by the Vice-Chancellor
  - (d) Two persons (subject experts) not in the services of the University to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected.
- 8.3.6 Provided that where the Executive Council proposes to make an appointment otherwise than in order of merit arranged by the Selection Committee the post of Professors, Associate Professors and Assistant Professors, it shall record its reasons in writing and submit them to the Chancellor who may approve the proposal or return it to the Executive Council for reconsideration. After reconsideration, if the Executive Council desires to pursue its original proposal, it shall refer the matter again to the Chancellor for his decision which shall be final.
- 8.3.7 Provided further that, where a Selection Committee recommends to the Executive Council the name of one person only and that person is not acceptable to the Executive Council, the Executive Council shall record its reasons in writing for not accepting the recommendation and direct the Registrar to advertise the vacancy again and convene a meeting of the Selection Committee for making fresh recommendation, and in so doing communicate to every member of the Selection Committee the reasons recorded as above.
- 8.3.8 Where an appointment is to be made to a temporary vacancy of teacher of the University, the appointment shall be made, if vacancy is for a period of one year or more, on the recommendation of the Selection Committee in accordance with the

provisions of the preceding sub-sections and no *ad hoc* appointment shall be made by the Executive Council.

- 8.3.9 If a member of the Selection Committee is unable to attend, he may send his opinion in writing to the Vice-Chancellor and such opinion shall be taken into consideration by the Committee in making its recommendations.
- 8.3.10 If the Executive Council does not accept any of the recommendations of the Selection Committee it shall refer the matter to the Chancellor, stating clearly the reasons for not agreeing with the Selection Committee, and the decision given by the Chancellor thereon shall be final.
- 8.3.11 The Executive Council shall constitute one or more Committees for making recommendations to the Executive Council for appointment to other administrative posts and may prescribe by Ordinance the procedure and methods to be followed in making such recommendations.

## **9 The Faculties** [under section 36 of The Act]

### **9.1 Preamble**

- 9.1.1 As described in The Act, and in these Statutes, 'Faculty' refers to a group of related academic departments of Bhattadev University. The word 'faculty' will not refer to 'teachers' and 'researchers' in these statutes.

Although The Act provides for the inclusion of faculties such as Arts, Science, Law, Medicine, Technology, Agriculture, Engineering, Commerce, Management Science, Mass Communication, Environmental Science and Indian Fine Arts, these First Statutes shall group the existing Academic Departments to two Faculties. They are:

Faculty	Departments
Humanities & Social Sciences	Assamese, Commerce, Economics, Education, English, Geography, History, Mass Communication and Journalism, Philosophy, Political Science, Sanskrit
Natural and Mathematical Sciences	Botany, Chemistry, Mathematics, Physics, Statistics, Zoology

- 9.1.2 Each Faculty shall, subject to the control of the Academic Council, have charge of teaching, formulating the courses of study and the research work including delivery of consultancy services in such subjects as may be assigned to such Faculty by the Ordinances.
- 9.1.3 The teaching members of each Academic Department and/or research Centre shall be designated the Professors, Associate Professors and Assistant Professors in a way which is consistent with the UGC norms, rules and regulations.

- 9.1.3 As an academic division, a Faculty may receive proposals from its Departments/Centres for teaching/non-teaching posts and also for interdisciplinary undergraduate as well as postgraduate courses and programmes.

## **9.2 Constitution**

Each Faculty shall consist of:

- 9.2.1 The Dean of the Faculty
- 9.2.2 The Heads of the Departments comprised in the Faculty
- 9.2.3 Teachers of subjects assigned to the Faculty, appointed to the faculty by the Academic Council
- 9.2.4 Teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on those subjects, as may be appointed to the Faculty by the Academic Council:
- Provided that a teacher so elected shall hold office for a period of two years from the date of his election;
- 9.2.5 Such other persons as may be appointed to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty.

## **9.3 Powers of Faculty**

Subject to the provisions of The Act, each Faculty shall have the following powers:

- 9.3.1 to constitute the Committees of Courses and Studies in Departments assigned to it
- 9.3.2 to recommend to the Academic Council the courses of studies for the different examinations, after consulting the Committees of Course and Studies
- 9.3.3 to recommend to the Academic Council, after consulting the Committees of Courses and Studies, the names of the examiners in subjects assigned to the Faculty
- 9.3.4 to recommend to the Academic Council the academic requirements for the award of Degrees, Diplomas and other distinctions
- 9.3.5 to encourage research in subjects assigned to the Faculty (subject to the control of the Academic Council)
- 9.3.6 to deal with any other matters referred to by the Academic Council.

## **9.4 Meetings of Faculty**

- 9.4.1 The Faculty should meet as frequently as deemed necessary, but at least thrice a year. The meetings shall be convened by the Dean of the Faculty.
- 9.4.2 The quorum for a meeting is one-third of the existing members.

## **9.5 Dean of Faculty**

There shall be a Dean of each Faculty.

- 9.5.1 The Dean shall be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the faculty. She/He shall be the Executive Officer of the Faculty and shall preside over its meetings.
- 9.5.2 Each Faculty shall comprise such Departments of teaching as may be prescribed by the Ordinances.
- 9.5.3 The Head of every such Department shall be Professor of the Department or, if there is no Professor, the Associate Professor. If there is more than one Professor, or more than one Associate Professor of a Department, the Vice-Chancellor shall appoint as the Head of the Department such one of the Professors or, if there is no Professor, such one of the Associate Professors as he thinks fit.
- 9.5.4 The Head of the Department shall be responsible to the Dean for the organisation of the teaching in the Department and smooth running of the Department.
- 9.5.5 The Dean of a Faculty be elected by the Faculty from among the Heads of the Departments of the Faculty and shall hold office for a period of three years or be nominated by the Vice-Chancellor from among the Professors of the Faculty.

## **10 Research Council [under section 22(ix) of The Act]**

### **10.1 Constitution**

The Research Council shall consist of

- 10.1.1 Vice-Chancellor, Chairperson
- 10.1.2 Dean, Research & Development
- 10.1.3 Deans of all the Faculties
- 10.1.4 Heads of the University Departments and Centres;
- 10.1.5 All Professors of Departments and Centres;
- 10.1.6 Six Associate and Assistant Professors to be nominated by the Vice-Chancellor based on their research activity, three of whom should be from humanities and social sciences, and three from the sciences; maximum three of whom may be from the Constituent College(s), if any;
- 10.1.7 At least two external members with well-acknowledged body of research work, one from the humanities and social sciences, and one from the sciences, to be nominated by the Vice-Chancellor.
- 10.1.8 Academic Registrar, Member Secretary.

### **10.2 Term of Office**

- 10.2.1 Save as otherwise provided and except the *ex-officio* members, such other members shall hold office for a period of three years from the date of nomination.

### **10.3 Functions and Responsibilities**

- 10.3.1 The Research Council shall constitute one Departmental Research Committee (DRC) of each Department which pursuing M.Phil. / Ph.D. programmes. DRC shall

consist of the Head of the Department as Chairperson & Convener and all recognised research guides of the Department (subject) as members. There shall be two members, who are recognised research guides, from allied disciplines from within the University.

- 10.3.2 Subject to the overall guidance of the Academic Council, the Research Council shall periodically (at least once a year) prepare a perspective of research in the University and its Constituent College(s), if any, and identify the thrust areas for research in the disciplines of the University;
- 10.3.3 To critically review the current status of research in the University in each Department, examine the progress being made, and make possible suggestions;
- 10.3.4 Prepare the Syllabi of the Courses of M.Phil. Programme and Ph.D. Course work formulating the rules and regulations of the University as per guidelines of University Grant Commission.
- 10.3.5 To perform any other functions that may be assigned to it by either the Academic Council or the Executive Council.

#### **10.4 Meetings of the Research Council**

- 10.4.1 It shall meet at least twice a year.
- 10.4.2. The quorum for a meeting is one-third of the existing members.
- 10.4.3. A notice of at least one week should be normally given for a meeting.

### **11 Students' Advisory Council [under sections 40-41 of The Act]**

There shall be a Students' Advisory Council of the University.

#### **11.1 Constitution**

It shall consist of the following members:

- 11.1.1 The Dean, Students' Welfare – Chairperson;
- 11.1.2 The Director/Deputy Director, Students' Welfare – Treasurer;
- 11.1.3 President and Secretary of the University Teachers' Association;
- 11.1.4 President, Vice-President and Secretary of the University Students' Union;
- 11.1.5 Deans of the Constituent Colleges, if any;
- 11.1.6 One student from each teaching faculty of the University to be elected as prescribed by the statutes;
- 11.1.7 Five students, one from each of the five activities mentioned below who have shown outstanding performances in the following activities, to be nominated by the Vice-Chancellor, namely:
  - (a) Sports;
  - (b) National Service Schemes;

- (c) National Cadet Corps;
- (d) Cultural activities
- (e) Specially abled.

- 11.1.8 Four female students to be nominated by the Vice-Chancellor;
- 11.1.9 The Director of Sports and Physical Education, if any;
- 11.1.10 Two members (one female) from Bajali College/Bhattadev University Alumni (to be nominated by the Vice-Chancellor).
- 11.1.11 The members of the Students' Advisory Council shall elect from amongst themselves the Secretary of the Council;

## **11.2 Term of Office**

- 11.2.1 Save as otherwise provided and except ex-officio members, the members of the Students' Advisory Council shall hold office for one year from the date of his/her nomination.
- 11.2.2 Provided that, no student shall be eligible to be or continue to be a member of the Council unless she/he is enrolled as a student or after she/he attains the age of twenty five years. A student member shall cease to be such member if she/he fails to pass at the next University Examination.

## **11.3 Meetings**

The Students' Advisory Council shall meet at least twice a year

A notice of at least one week shall be given for a meeting to be convened by the Chairperson.

## **11.4 Functions of Students' Advisory Council**

The functions of the Students' Advisory Council shall be:

- 11.4.1 to make recommendations to the Executive Council and the Academic Council in the matters affecting the students corporate life of the University in so far as it concerns the students and their co-curricular activities;
- 11.4.1 to examine all rules affecting discipline, welfare, sports, library, Management of Hostels, Students Home, extension work, social work, students' health, N.C.C, National Service Scheme, etc., before any decision is taken by the Executive Council regarding the same;
- 11.4.1 to give views to the Vice-Chancellor or any authority of the University, when asked for, on any matter concerning the welfare of students;
- 11.4.1 the Chairman of the Students' Advisory Council shall be the Authority to decide whether a matter does or does not concern the students;
- 11.4.1 the Students' Advisory Council shall frame its own rules of business and shall submit the same to the Executive Council for consideration and approval.



**12 Building and Works Committee**

[under section 27(2) of the Act and clause 6.2.3.4 of these Statutes]

The Building and Works Committee (BWC), on behalf of the Executive Council, will oversee all acts appertaining or incidental to the construction of buildings, roads, tanks, pipelines and other structures of the University.

**12.1 Constitution**

The BWC shall be comprised of seven members.

12.1.1 The Vice-Chancellor – Chairperson

12.1.2 The Registrar – Secretary

12.1.3 The Finance Officer – Member

12.1.4 Executive Council Member 1

12.1.5 Executive Council Member 2

12.1.6 Executive Council Member 3

12.1.7 Executive Council Member 4

12.1.8 University Engineer (Co-opted Member)

12.1.9 The BWC shall have powers to co-opt other experts as members who shall have no power to vote:

- Provided that at least one member of the Committee shall be appointed from amongst the members elected to the Executive Council by the Court.

12.1.10 Members listed under 6.12.1.4-6.12.1.7 are to be elected by the Executive Council.

**12.2 Powers and Functions**

12.2.1 It shall do all acts appertaining or incidental to the construction of buildings, roads, tanks, electrical facilities, pipelines, and any other structures of the University.

**12.3 Meetings of the Committee**

12.3.1 The Committee shall meet as frequently as deemed necessary, but at least twice a year.

12.3.2 A notice of at least one week shall normally be given for a meeting of the Committee.

12.3.3 The quorum of the meeting shall be one third of the members.

**12.4 Term of Office**

12.4.1 Save as otherwise provided and except ex-officio members, such other members shall hold office for two years from the date of his/her nomination.

**13 Tender Committee [under clause 2.3.5 of these Regulations]****13.1 Constitution**

The Tender Committee shall be comprised of:



- 13.1.1 The Vice-Chancellor – Chairman
- 13.1.2 The Finance Officer – Member Secretary
- 13.1.3 A Member to be elected by the Executive Council from amongst the members of the Executive Council
- 13.1.4 One Expert Member to be nominated by the Vice-Chancellor
- 13.1.5 Four Members – two from the Science Departments, one from the Constituent Colleges, and one from the other Departments to be nominated by the Vice-Chancellor.

12.1.6 Co-opted member(s), as appropriate

### **13.2 Powers and Functions**

- 13.2.1 The Tender Committee will recommend the purchase of all 'goods' which include all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machineries, equipment, pilot plants, electrical items etc. to be purchased or otherwise acquired for the use of the University but excluding books, publications, periodicals, etc. for the library.
- 13.2.2 The Rules and Regulations for indenting any item must be followed by all staff members before the same may be considered by the Tender Committee.
- 13.2.4 The Tender Committee may delegate powers of indenting and purchasing of some kinds of goods, or goods within specified sums of money to Faculty or Departmental Purchase Committees or individual Faculty members with grants of specific projects. All rules and regulations must however be followed.

### **13.3 Meetings of the Committee**

- 13.3.1 The Committee shall meet as frequently as deemed necessary, but at least four times a year.
- 13.3.2 A notice of at least one week shall normally be given for a meeting of the Committee.
- 13.3.3 The quorum of the meeting shall be one third of the members.

### **13.4 Term of Office**

- 13.4.1 Save as otherwise provided and except ex-officio members, such other members shall hold office for two years from the date of his/her nomination.

## **14 Period of Membership of the Authorities**

- 14.1 All *ex-officio* members of all authorities of the University shall hold office so long as they hold membership, offices or posts by virtue of which they become members of such Authorities.
- 14.2 Save as otherwise provided in this Act, all other members of the Authorities of the University shall hold office for a period of five years or till the expiry of the term of membership, whichever is earlier from the date of election, nomination, appointment or choosing of the members concerned.

**15. University Fund** [under section 44 of The Act]

- 15.1 The University shall have a Fund to be known as "Rabindranath Tagore University Fund" to which shall be credited all its income, fees, fines, contributions, donations, loans and advances from any other sources.
- 15.2 The University may also create by Ordinance made in this behalf one or more separate special funds for the Administrations of endowments, trusts or other grants for specific purposes;
- 15.3 The state Government shall for the purpose of this Act, contribute annually to the University Fund so as to enable the University run smoothly and efficiently.

**16. Accounts and Audit**

- 16.1 The Statement of Accounts of every completed financial year shall be placed for consideration of the Court together with the Audit Report in the next year. For this purpose the accounts shall be audited by a firm of Chartered Accountants subject to overall Audit Scrutiny by the Accountant General, Assam.
- 16.2 Such Annual Statement of Accounts shall, together with copies of the audit report, be submitted through the Executive Council to the Court and to the State Government and thereupon, the State Government may publish the same in the Official Gazette.
- 16.3 The Finance Committee of the University shall conduct half-yearly internal audit and the report of such audit shall be submitted to the State Government regularly.
- 16.4 Notwithstanding anything contained hereunder, the State Government shall have power when deemed necessary to order an audit of the accounts of the University
- 16.5 The annual budget estimates, shall after these are finalised by the Executive Council be circulated to the Chancellor State Government and all members of the court at least fifteen days before they are submitted to the State Government.
- 16.6 The University shall obtain prior approval from the Finance (Budget) Department of the State Government for opening any account in a Nationalised Bank or any other Bank. The operation of such Account by the University shall be as per approvals accorded from time to time by the said Department.

These first statutes, the first ordinances and the first regulations of the University shall remain in force until new statutes, new ordinances and new regulations are made under the provisions of the Act.

**Statute 4****The terms of office, the method of appointment and the conditions of services of the Officers of the University other than the Chancellor and the Vice-Chancellor****4.1 Vice-Chancellor**

A Vice Chancellor may be appointed by the Chancellor as per the provisions in the Section 12(1)-12(5) of the Act.

**4.1.1. Term of Office**

The Vice-Chancellor shall be appointed for a term of Five Years.

**4.1.2. Conditions of Service**

4.1.2.1. Upper age limit for the Vice Chancellor is 70 (seventy) years.

4.1.2.2. The Vice Chancellor may be reappointed for the second term, if the age limit permits.

4.1.2.3. The Vice Chancellor may be allowed to continue in the office for a few months by the Chancellor, not exceeding 3 (three) months.

**4.2 Pro Vice-Chancellor**

A Pro Vice-Chancellor may be appointed by the Vice-Chancellor as per provisions of the Section 14 (1)-(5) of the Act

**4.2.1. Mode of Appointment**

The Vice-Chancellor may appoint a Pro Vice-Chancellor from amongst the Professors of the University or from any other Higher Education Institution under intimation to the Chancellor.

**4.2.2. Term of Office**

The Pro Vice-Chancellor shall be appointed for a term of Three Years.

**4.2.3. Conditions of Service**

4.2.3.1. The Pro Vice Chancellor shall be co-terminus with the Vice Chancellor.

4.2.3.2. The Pro Vice-Chancellor shall be a member of all statutory bodies of the University.

4.2.3.3. The Pro Vice-Chancellor shall be entitled to an additional allowance as decided by the Vice-Chancellor.

4.2.3.4. Upper age limit for Pro Vice Chancellor is 65 (sixty five) years.

4.2.3.5. The Pro Vice Chancellor may be appointed for the second term, if the age limit permits.

#### **4.2.4. Duties and Responsibilities**

The Pro Vice-Chancellor shall take up the responsibilities assigned to her/him by the Vice-Chancellor over and above her/his regular responsibilities as a Professor.

### **4.3 Registrar**

The Registrar is the chief administrative officer of the University and is the custodian of all assets and the seal of the University and of all other such objects and documents as decided and approved by the Executive Council.

#### **4.3.1 Mode of Appointment**

The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose by the Executive Council. The process of appointment of Registrar shall be initiated by the Vice-Chancellor by constituting a Selection Committee with the Vice-Chancellor as the Chairperson, one nominee of the University Court, one nominee of the Executive Council, one nominee of the Vice-Chancellor from amongst the University Professors, two external experts to be nominated by the Vice-Chancellor who may be eminent academics, scientists or a bureaucrats, and whose ranks shall not be less than that of a University Professor. The post of the Registrar shall be advertised in the national and regional newspapers and in the University website. A Screening Committee constituted by the Vice-Chancellor comprising of one Professor as the Vice-Chancellor's nominee and one nominee from the Executive Council shall screen the candidates on the basis of the qualifications and all other eligibility requirements as per the norms of the University Grants Commission/ the Ministry of Human Resource Development, Government of India and as accepted by the State Government. On approval of the short-listed candidates by the Vice-Chancellor, the Selection Committee shall interview the invited short-listed candidates and the Vice-Chancellor shall place the recommendations of the Selection Committee for consideration of the Executive Council.

#### **4.3.2 Term of Office**

4.3.2.1 The Registrar shall be a whole time Officer of the University who shall be appointed for a term of Five (05) years from the date of assuming her/his Office.

4.3.2.2 The Registrar may resign from the position of Registrar by serving advance notice of three (03) months to the Vice-Chancellor.

4.3.2.3 The Executive Council may relieve the Registrar from the post on recommendation of the Vice-Chancellor on sufficient and convincing ground relating to dereliction of her/his assigned duties/gross act of delinquency affecting the administration and functioning of the University/ violation of the established Rules and procedures of the University/ proven act of corruption- financial, administrative and moral.

4.3.2.4 In the event of any temporary vacancy in the office of the Registrar due her/his leave on ground of illness or any other exigency, the Vice-Chancellor shall make such

arrangements as he/she may deem fit for exercising the powers and performing the duties of the Registrar during the period of absence..

#### **4.3.3 Conditions of Service**

4.3.3.1 The Registrar shall be a whole time Officer of the University to be appointed for a term of five (05) years following the provision and the procedure in the Act/Statutes/Ordinance.

4.3.3.2 The Registrar shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor she/he shall be confirmed in the position for the remaining period of the term.

4.3.3.3 The Registrar may be considered for reappointment on completion of her/his term should she/he so desire and provided that she/he is eligible for reappointment.

4.3.3.4 The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Grants Commission/the Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.3.3.5 The Registrar shall be entitled to an official quarter and an official vehicle.

#### **4.3.4 Duties and Responsibilities**

4.3.4.1 Under the provision of Section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, and of the Building and Works Committee:

Provided that, notwithstanding anything contained in The Act, the Executive Council may, either for special purpose or in general, appoint any other officer of the University as the Secretary of the above bodies.

4.3.4.2 The Registrar shall convene the meetings of all committees on which she/he is the *ex-officio* Secretary and shall be responsible for all such acts such as preparation of the Agenda Notes, intimation to the members, preparation and circulation of the minutes after due approval from the Vice-Chancellor.

4.3.4.3 The Registrar shall be the custodian of the records, the seal and the property of the University and of any other objects, documents as the Executive Council/Vice-Chancellor shall commit to her/his charge. The Registrar shall be responsible for regular updating and maintenance of the University Stock Book and the University Asset Register.

4.3.4.4 The Registrar shall be responsible for issue and receipt of all official letters and communications.

4.3.4.5 The Registrar is the authorised officer to put up all official Notification, Circular, Office Order in the University website, University Notice Board and the Newspaper after due approval of the Vice-Chancellor.

**4.3.4.6 The Registrar shall be the authorised officer to communicate with the State and the Union Governments on any matter relating to the University.**

**4.3.4.7 The Registrar shall be the authorised Officer to receive the communications under the Right to Information Act and shall issue responses as and when required as per the law.**

**4.3.4.8 The Registrar shall represent the University in the Court of Law in suits or proceedings by or against the University, sign Powers of Attorney and verify pleadings and/or depute her/his representatives for the purpose. The Registrar shall be the authorised Officer to sue any party/individual on behalf of the University after due approval from the Executive Council/Vice-Chancellor for any liability to the University, or for any breach of contract entered into with the University.**

**4.3.4.9 The Registrar shall be the official signatory in all Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any Agreement of Mutual Cooperation between the University and other institutions/organisations as approved by the Executive Council. The Registrar shall be responsible for obtaining prior approval from the State and the Union Governments for entering into any MoU/MoA or other agreements with any Foreign University/Higher Education Institute.**

**4.3.4.10 The Registrar shall be responsible for creation and maintenance of the comprehensive digital database of the University.**

**4.3.4.11 The Registrar shall be responsible for addressing all issues relating to gender and be responsible for ensuring effective functioning of the of the Internal Complaints Committee.**

**4.3.4.12 The Registrar shall be responsible for maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, which ensure and enhance sustainable environment.**

**4.3.4.13 The Registrar shall be responsible for coordinating with the Finance Officer and the Vice-Chancellor on all matters relating to timely preparation of the University Budget, Statement of Accounts, University Balance Sheet, the Annual Report of the University, conduct of the internal audit and the annual audit of the accounts and on all other such matters that ensure transparent financial management of the University.**

**4.3.4.14 The Registrar shall issue the appointment letters to the teaching and the non-teaching staff with the terms of references as approved by the Executive Council.**

**4.3.4.16 The Registrar shall ensure that the Annual Confidential Reports of all employees – teaching and non-teaching – are prepared by the assigned Controlling Officers and placed before the authorised Officers for necessary action and record.**

**4.3.4.17 The Registrar shall be responsible for coordinating with all concerned officers for regular and timely conduct of the Academic and Administrative Audit of the University.**



4.3.4.18 The Registrar shall be authorised under *force majeure* to take any measure deemed appropriate in consultation with the Vice-Chancellor at times of emergency arising out of health and medical, law and order, major accidents, natural calamities, etc.

4.3.4.19 The Registrar shall be providing the necessary support to the Vice-Chancellor, when called for, on any other matter relating to the University which are not explicitly covered under the Statutes and perform such duties as asked by the Vice-Chancellor in the interest of the University.

#### **4.4 Academic Registrar**

##### **4.4.1 Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under Section 17 (1) of the Act on approval of the Executive Council based on the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Academic Registrar from amongst the candidates with the requisite academic qualifications and all other eligibility criteria as per the requirement of the UGC/MHRD.

##### **4.4.2 Term of Office**

The term of office of the Academic Registrar shall be five years and she/he will be eligible for reappointment.

##### **4.4.3 Conditions of Service**

4.4.3.1 The Academic Registrar shall be entitled to the emoluments in the UGC-approved pay scale and pay band accepted by the State Government.

4.4.3.2 In the event of the Academic Registrar proceeding on long leave on the ground of illness, or any unforeseen unavoidable exigencies, the charge of the office of the Academic Registrar shall be temporarily entrusted upon any other suitable Officer/Professor of the University as deemed appropriate by the Vice-Chancellor of the University.

##### **4.4.4 Duties and Responsibilities**

4.4.4.1 Under the provision in Section 17 (1) of the Act, the Academic Registrar shall be the Secretary of the Academic Council of the University. The Academic Registrar shall prepare the Agenda Notes for the Meetings of the Academic Council and shall be responsible for preparation and circulation of the Minutes of the meetings of the Academic Council following the approval of the Vice-Chancellor.

4.4.4.2 The Academic Registrar shall coordinate with the Deans of the Faculties and the Heads of the Departments in the preparation and periodic revision of the syllabi of all academic programmes of the University. The Academic Registrar shall ensure that new



course curricula are prepared and presented to the Academic Council for consideration in accordance with the Learning Outcomes-based Curriculum Framework (LOCF).

4.4.4.3 The Academic Registrar shall be responsible for preparation of the Academic Calendar, Time Tables of the University. The Academic Registrar shall also ensure that the classes are allocated in conformity with the assigned credits for the teaching units in the curricula.

4.4.4.4 The Academic Registrar shall coordinate with the Heads of the Departments, the Deans of the Faculties and the Controller of Examinations for governance of the semester system.

4.4.4.5 The Academic Registrar shall organise Workshops and Training Programmes for the teachers on Pedagogy, application of ICT in teaching-learning, continuous comprehensive evaluation, evaluation of students' feedback, etc.

4.4.4.6 The Academic Registrar shall provide professional support to the Vice-Chancellor, the Registrar and all other functionaries of the University on any matter, other than those specified in the statutes for proper Academic Governance of the University.

4.4.4.7 The Academic Registrar shall be responsible for coordinating with the Deans of the Faculties and the Heads of the Departments for facilitating teaching-learning through the available MOOCS platforms like the SWAYAM.

4.4.4.8 The Academic Registrar shall be responsible for collecting and maintaining all student related data of the University in the National Academic Depository (NAD).

4.4.4.9 It will be the duty and responsibility of the Academic Registrar to create and maintain the digital database of the University for participation in the assessment and accreditation of the University by agencies approved by the Government of India like the National Assessment and Accreditation Council (NAAC), the National Institutional Ranking Framework (NIRF), National Board of Accreditation (NBA), etc. in collaboration with Coordinator/Director, IQAC.

4.4.4.10 The Academic Registrar shall organise the periodic Academic and Administrative Audit of the University by external peer group, once the Registrar initiates the process.

4.4.4.11 The Academic Registrar shall coordinate with the Coordinator/Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University as required by the regulatory bodies and as stated in these statutes.

4.4.4.12 The Academic Registrar shall coordinate with the Departments, the Deans of the Faculties, the Dean R & D and the Dean, Students' Welfare for facilitating Industry-Academia Interfacing.

4.4.4.13 The Academic Registrar shall coordinate with the Heads of the Departments and the Heads of the Centres of Studies and the Deans of the Faculties for facilitating the appointment of Visiting Professors and Guests Teachers.

4.4.4.14 The Academic Registrar shall coordinate with the Deans of the Faculties, the Dean, Students' Welfare and the Dean, R & D for facilitating admission of international students into the various teaching and research programmes of the University.

4.4.4.15 The Academic Registrar shall coordinate with the Controller of Examinations in organising the Convocation of the University.

## **4.5. Controller of Examinations**

### **4.5.1 Mode of Appointment**

The Controller of Examinations of the University shall be appointed by the Registrar under Section 17 (1) of the Act on Executive Council approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Controller of Examinations from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

### **4.5.2 Term of Office**

The Controller of Examinations shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of her/his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

### **4.5.3 Conditions of Service**

4.5.3.1 The Controller of Examinations shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor she/he shall be confirmed in the position.

4.5.3.2 The Controller of Examinations shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.5.3.3 In the event of any temporary vacancy in the Office of the Controller of Examinations due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher of the University deemed suitable for the post as a temporary measure.

### **4.5.4 Duties and Responsibilities**

4.5.4.1 Under the provision of Section 6 (iv) of the Act, the Controller of Examinations shall be responsible for the conduct of the Mid-Semester and Semester-End Examinations of all academic programmes of the University and those of the Constituent Colleges, if any.

4.5.4.2 The Controller of Examinations shall be responsible for coordinating with the Heads of the Departments/Centres of Studies and the Principals of the Constituent Colleges, if any for obtaining the Grades/Marks of the students under the Continuous Comprehensive Evaluation system and the Grades/Marks of the students in the Sessional Examinations.

4.5.4.3 The Controller of Examinations shall recommend to the Vice-Chancellor for the appointment of the External Examiners, if any on the basis of the recommendation of the concerned Head of the Department for the conduct of Practical Examination in the required subjects.

4.5.4.4 The Controller of Examinations shall constitute the Moderation Committee as approved by the Vice-Chancellor and convene the meetings as and when required for finalising the Question Papers of the Mid-Semester and the Semester-End Examinations.

4.5.4.5 The Controller of Examinations shall compile the results of the Mid-Semester and the Semester-End Examinations of the University and of the Constituent Colleges, if any and publish the same after due approval of the Vice-Chancellor.

4.5.4.6 The Controller of Examinations shall conduct the Examination of the subject-wise Course Work of the PhD programme of the University and shall prepare the results for declaration after due approval from the Vice-Chancellor.

4.5.4.7 The Controller of Examination shall coordinate with the Academic Registrar and the Coordinator/Director, IQAC in creating student databases for the National Academic Depository (NAD), NAAC evaluation, NIRF Ranking of the University and on any other matter of relevance to academic governance.

4.5.4.8 The Controller of Examinations shall be responsible for coordinating with the Academic Registrar, Registrar and the Deans of the Faculties in organising the Convocation of the University within six months of declaration of the final results of the academic programmes for the award of the Degrees, Diplomas and the Certificates to the successful students.

## **4.6 Finance Officer**

### **4.6.1 Mode of Appointment**

The Finance Officer is a whole time Officer of the University who shall be appointed on Executive council approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the suitable candidate with the required qualification and having the requisite eligibility as per the provisions under the relevant Rules

of the Ministry of Human resource Development/University Grants Commission and as approved by the State Government.

#### **4.6.2 Term of Office**

The Finance Officer shall be appointed for a full term of Five (5) years and shall continue to serve in the position until the completion of the term or the date of superannuation, whichever is earlier.

#### **4.6.3 Conditions of Service**

4.6.3.1 The Finance Officer shall serve a probation period of one year which may be further extended to another year after which on review of her/his performance during the probation period by the Vice-Chancellor she/he shall be confirmed in the position.

4.6.3.2 The Finance Officer may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under provisions of Section 20 (1) of the Act provided she/he fulfils the laid down conditions for appointment of the post for another term.

4.6.3.3 The Finance Officer shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.6.3.4 In the event of any temporary vacancy in the Office of the Finance Officer due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher of the University deemed suitable for the post as a temporary measure.

#### **4.6.4 Duties and Responsibilities**

4.6.4.1 The Finance Officer shall be a whole-time Officer of the University who shall be responsible for the overall supervision of the financial management of the University.

4.6.4.2 The Finance Officer shall prepare the annual Budget Estimate under the recurring and the Non-recurring expenditure Heads and shall maintain the records of the revenues earned by the University through various Heads of Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extramural Grants, Grant Over Heads, etc.

4.6.4.3 The Finance Officer shall be responsible for preparation of the University Budget, Annual Statements of Accounts and the Balance Sheet of the University for consideration of the Finance Committee, the Executive Council and the Court.

4.6.4.4 The Finance Officer shall ensure that there is an effective mechanism of regular monitoring of the financial expenditures through the internal audit.

4.6.4.5 The Finance Officer shall be responsible for ensuring the annual Audit of the University Accounts by the Accountant General's Office.

4.6.4.6 The Finance Officer shall be responsible for incorporation of the approved audited accounts of the University in the Annual Report of the University within the stipulated timeframe.

4.6.4.7 The Finance Officer shall be responsible for coordinating with the Registrar in evaluating the assets of the University as recorded in the Asset Register and the Stock Books for consumable and non-consumable objects procured by each and every teaching and non-teaching department in terms of appreciation, if any and depreciation.

4.6.4.8 The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee and shall prepare the Agenda Notes, Minutes of the Finance Committee Meetings and all other matters as stipulated in Sections 43 (a-g), 44 (1), 45 (1-6) of the Act.

4.6.4.9 The Finance Officer shall constantly monitor the incurred expenditure and the earned revenue and advise the Vice-Chancellor accordingly to work out appropriate strategies for financial operation.

4.6.4.10 The Finance Officer shall ensure that the expenditure of the University is maintained in accordance with the approved budget of the University.

4.6.4.11 The Finance Officer shall be responsible for placing all mechanisms for financial transactions of the University in accordance with the policy guidelines and directives of the Central and State Governments to ensure efficiency and transparency in the financial operations of the University.

4.6.4.12 The Finance Officer shall ensure that the income taxes of the employees are deducted at source properly and correctly and deposited to the Income Tax authority within the stipulated period.

4.6.4.13 The Finance Officer shall issue the signed salary certificates to each employee and ensure that the contributions/deductions towards the employees' Provident Funds and the towards the Permanent Retirement Account Number (PRAN) of the employees availing the National Pension Scheme under the National Securities Depository Limited are made regularly.

4.6.4.14 The Finance Officer shall perform such other functions and duties as may be assigned to her/him by the Executive Council and/r the Vice-Chancellor or as stipulated by the Statutes and/or Ordinances and Rules and the Regulations subject to the approval from the Finance Committee and the Executive Council.

#### **4.7 Dean, Students' Welfare**

The Dean, Students' Welfare shall be a regular position for supervision of all matters relating to the academic, curricular, extra-curricular, discipline, hostel accommodation, cultural, sports, career, social extension service and such other matters affecting the life of students on the campus and overall welfare and development of the students.



**4.7.1 Mode of Appointment**

The Dean, Students' Welfare shall be appointed by the Executive Council on recommendation of the Vice-Chancellor from amongst the Professors of the University under the provision of Section 19 of the Act.

**4.7.2 Term of Office**

The Dean, Students' Welfare shall be a regular position for a term of three (03) years.

**4.7.3. Conditions of Service**

4.7.3.1 The Dean, Students' Welfare shall be discharging her/his duties and responsibilities over and above her/his regular duties as a Professor of the University.

4.7.3.2 The Dean, Students' Welfare shall be provided with an independent Office and shall be provided accommodation on the campus.

4.7.3.3 The Dean, Students' Welfare shall be required to attend her/his duties beyond the office hours as and when her/his presence is required on the campus.

**4.7.4 Duties and Responsibilities**

4.7.4.1 The Dean, Students' Welfare shall be the Chairperson of the Students' Advisory Council.

4.7.4.2 The Dean, Students' Welfare shall be responsible for providing overall supervision on the general welfare and development of the students.

4.7.4.3 The Dean, Students' Welfare shall be the first officer to address any matter relating to students' grievance and shall endeavour to resolve the issues.

4.7.4.4 The Dean, Students' Welfare shall be responsible for allocating seats to the admitted eligible students in the Hostels of the University unless the duty is assigned by the Vice-Chancellor to another officer.

4.7.4.5 The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.7.4.6 The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.7.4.7 The Dean, Students' Welfare shall ensure that the discipline and decorum on the campus is maintained by the students.

4.7.4.8 The Dean, Students' Welfare shall be responsible for conducting the Election of the students' representative to the Bhattadev University Students Union in adherence to the rules /guidelines of the UGC as per the recommendations of the Lyngdoh Committee which have been made binding on all universities and colleges by the Hon'ble Supreme Court of India.



4.7.4.9 The Dean, Students' Welfare shall be responsible to recommend the disciplinary actions to be taken on any student for violating the Rules and Regulations of the University in accordance with the Disciplinary Rules and Regulations of the University to the Vice-Chancellor.

4.7.4.10 The Dean, Students' Welfare shall supervise all cultural, sports and extension services of the students.

4.7.4.11 The Dean, Students' Welfare shall be responsible for overall supervision of the NCC and the NSS wings of the University.

4.7.4.12 The Dean, Students' Welfare shall coordinate with the Academic Registrar, Controller of Examinations and the Registrar on any matter relating to the curricular and co-curricular activities of the students.

4.7.4.13 The dean, Students' Welfare shall coordinate with the Heads of the Departments, Academic Registrar, Finance Officer and the Registrar on matters relating to Scholarship, Travel Grant and Travel Permission for the students.

4.7.4.14 The Dean, Students' Welfare shall perform all such duties and functions as stipulated under section 41 (i-vi) of the Act.

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